

# Role Statement



TITLE OF POSITION: Compliance Officer  
CLASSIFICATION LEVEL: ASO-5\*Temporary 2 years

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

The Development Division comprises four directorates: Planning and Development, Architecture & Built Environment, Recreation and Sport and Property.

This role belongs to the Office of the Registrar-General, within the Property Directorate which focuses on the key objectives of driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

## Role Overview

This role is within the Registrar-General's office, which is responsible for administering land services and guaranteeing the system of land titling in South Australia.

The Registrar-General is responsible for, and the oversight of, the Service Provider and the relationship between the State and the Service Provider.

This is a key role for the Land Services Commercialisation and will operate in an environment of complexity between the Service Provider and the State.

The role will report directly to the Manager, Contracts and Compliance and will be fundamental to assist the Registrar-General in determining the Service Provider's compliance and performance, and plays a key function in the State's Audit and Compliance program.

The role will be required to establish and maintain a compliance program which will ensure appropriate behaviours. The role will be responsible to run proactive system and process checks, analysing results and identifying and reporting perceived and actual risks.

The role will provide advice to the Registrar-General in regards to any new product development proposals from the Service Provider and deliver a privacy impact assessments to assist the Registrar-General in determining recommendation.

The role will assist with the ongoing compliance evaluation of the Registrar-Generals delegations and assist with establishing a maintaining such compliance reporting.

Directorate: Property  
Position Number:  
ANZCO Code:  
Location:



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Key Outcomes of the Role

The Compliance Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Establish and maintain proactive system and process checks to ensure appropriate behaviours
- b. Analyse and report results from system and process checks
- c. Analyse, identify and report on actual or perceived risks, providing recommendations where required
- d. Assist with Audit and Compliance evaluations, reporting on the Service Provider's performance and compliance
- e. Assist with developing implementation plans and associated reporting with the new change requests raised by the Service Provider.
- f. Provide advice on any Service provider new product development proposals, delivering a privacy impact assessment and recommendations
- g. Establish and maintain appropriate change controls in regards to the LTO and SVO Operations Manual.
- h. Consider Service Provider business plans and provide advice and recommendations to the Registrar-General regarding risk, compliance, privacy and contractual obligations.
- i. Provide advice and assistance with dispute resolution.
- j. Provide advice to senior management and external stakeholders regarding current relevant developments and their potential implications.
- k. Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- l. Contribute to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Requirements

- a. This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures
- b. Some intrastate/interstate travel with overnight absences may be required
- c. Some out of hours work will be required.
- d. Extensive experience in Risk and Compliance
- e. Experience in State Government compliance and governance frameworks
- f. The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include regular review of the incumbent's performance against the responsibilities and key result areas associated with their position

## Qualifications/Licences

- a. Desirable – Governance, Risk and Compliance qualification
  - Knowledge of Land Services

## **Person Capabilities**

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Well-developed planning and organising skills including the ability to plan, program and coordinate work to meet priorities and deadlines.
- c. High level interpersonal skills that demonstrate the ability to work effectively, and negotiate with, internal and external customers, stakeholders and the Service Provider.
- d. Ability to exercise initiative and judgement to make sound and timely decisions.
- e. Takes a can do approach to all key tasks.
- f. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
  - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
  - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- g. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the Equal Employment Opportunity Act 1987.
- h. Drives a culture of commitment and accountability in the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- i. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- j. Understands and is responsive to customer needs and perspectives. Provides a professional positive experience while managing outcomes which respect DPTI's systems, policies and processes
- k. Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.

- l. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- m. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values

Delegate Approval

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Name

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Signature

Date:     /     /