Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Compliance Officer
Directorate / Service / Program	People and Capability
Reports to	Manager Human Resources Operations and Talent Pathways
Location	Geelong, and associated sites
Classification	Social, Community, Home Care and Disability Services Industry Award – Level 3
Date Revised	November 2026

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

In conjunction with the Manager Human Resources Operations and Talent Pathways, the Compliance Officer is responsible for the oversight and ongoing monitoring and reporting of all employment related safety screening requirements to ensure Meli's workforce are appropriately screened to safeguard children and vulnerable individuals upon entry into the organisation and throughout their journey through Meli, in accordance with legal, funder, ethical and regulatory standards, and policy and procedure.

This workforce screening program (processes and practices) supports Meli's vision and the delivery of its business objectives and outcomes.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

- Monitor expiry of and provide reporting and/or reminder notifications for all critical dates:
    - Probationary reviews
    - Performance development reviews
    - Fixed term contracts
    - Safety screening and registrations
    - First Aid and CPR training
- Data entry of critical dates into HRIS/Payroll system and retrieval of data from system(s) for reporting
- Maintain compliance and ensure updated staff records are in the shared files for kindergarten staff
- Provide the Manager, HR Operations and Talent Pathways with monthly reporting on all non-compliance matters
- In conjunction with the Manager, HR Operations and Talent Pathways develop, implement and maintain an internal audit schedule that aligns with Meli's governance schedule
- Support and manage internal HR audits and compliance checks, both scheduled and ad hoc
- Support HR Operations compliance monitoring and reporting to ensure Meli's adherence with legal, funder, ethical and regulatory standards, and policy and procedure.
- Support P&C managers with Culture Amp to manage workforce engagement surveys and reporting.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- Certificate IV in Human Resources Management (or higher) or a related discipline and experience in a similar role
- Excellent understanding of community services sector regulations
- Strong demonstrated attention to detail and organisational skills
- Experience with Culture Amp, HRIS systems and compliance tracking tools
- Commitment to continuous improvement
- Ability to handle sensitive information with discretion

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)

- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli workforce
- Accredited national and international police check providers
- Internal and external auditors

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Working in buildings which may have stairs *(Reasonable adjustments can be made)*	Sometimes
Driving, in & out of vehicles (*If driving is required, must hold current Victorian Driver Licence)*	Sometimes
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	Rarely
Working outside in differing weather conditions	N/A
Working on-call and/or after hours	N/A
Attending external locations including client homes	N/A

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people can actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	**Signature:**	**Date:**

Note: *The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.*