

Compliance Administrator



Highbury, Adelaide

Full-time

Base salary + Super + Salary Sacrifice

An exciting opportunity for an experienced Administrator to work in the Governance and Compliance department at a growing Aged Care provider.

About the organisation:

Warrina Homes was established in 1972 and is recognised as a leading not-for-profit Aged Care provider in the North-Eastern suburbs of Adelaide. Our operations span across five Retirement Living Communities, three Residential Aged Care Facilities and Serviced Apartments. Guided by Christian Values, care, teamwork, sustainability and being a good corporate citizen, Warrina Homes provides person-centred care, based on individual preference and choice. In addition, we maintain a full spectrum of care that seeks to meet our Residents' physical, spiritual and emotional needs.

About the role:

We are seeking an experienced, enthusiastic and self-motivated Compliance Administrator with a passion for people. This position reports to the Head of Governance and Compliance and offers you the opportunity to work collaboratively with the Leadership team to ensure that governance is maintained in all areas of the organisation. In this position you will apply your administrative skills and knowledge to ensure that records are updated, and audits are conducted on time. You will ensure that all legislative compliance and quality systems are maintained and use a risk management approach to enable effective and efficient operations. You will also support the service excellence culture, vision, and mission of Warrina Homes.

Key responsibilities:

- Assist and support the manager in ensuring that all activities are carried out in compliance with various rules and regulations.
- Develop and maintain the Compliance Obligation Register for Warrina Homes.
- Responsibility for Policy management and communication.
- Coordinate and assist in preparation of the monthly Governance Reports.
- Assist in the preparation and support the team during the Annual General Meeting.
- Coordinate and update the Corporate Continuous Improvement plans for the organisation.

What we are looking for:

- At least 2 years' experience in an administrative role where you had exposure to policy management, compliance, contract management, risk management or similar tasks.
- A graduate qualification in a related field would be to your advantage.
- Excellent verbal and written communication skills.
- Ability to maintain interpersonal relationships.
- Attention to detail and great organisation and analytical skills.
- Familiarity with relevant Laws and Regulations would be desirable.
- Proficiency in Excel, Word, and PowerPoint.
- Current Flu Vaccination
- COVID-19 Vaccinations including Booster is recommended.
- Current Aged Care specific Police Clearance (or willing to obtain).

The benefits to you:

- Access to salary packaging to optimise your earnings (up to \$15,899 for general living expenses plus \$2650 for meals and entertainment).
- Access to an established EAP service to support employee individual and interpersonal wellbeing.
- Opportunity to have a positive impact on the lives of elderly people.
- Supportive and friendly team that will help you to rise to the challenge.
- A great workplace culture where all employees are valued.
- Company that encourages a growth mindset.

Warrina Homes is a non-smoking workplace.

To be considered, simply click the 'apply' button. Applications will be assessed on submission and may close prior to 17 October 2024.

We thank all applicants for your interest and advise that only short-listed applicants will be contacted.

Screening questions:

How many years administrative experience do you have?

What option best describes your working rights?

How many years auditing experience do you have?

What Microsoft Office programs do you have experience with?