

Position Profile

Compliance Officer



WHO IS THE CHILDREN'S CANCER INSTITUTE?

The Children's Cancer Institute is the only independent medical research in Australia dedicated to research into the causes, prevention, better treatments and ultimately a cure for childhood cancer. More than 40 years on, our vision remains unchanged – to save the lives of all children with cancer and improve their long-term health, through research. The Institute has now grown to employ nearly 350 researchers, operational staff, and students, and has established a national and international reputation for scientific excellence. Our focus is on translational research, whereby we have an integrated team of laboratory researchers and clinician scientists who work together in partnership to discover new treatments which can be progressed from the lab bench to the beds of children on wards in our hospitals as quickly as possible.

The Institute has recently embarked on a remarkable adventure towards joining with our clinical colleagues at the Kids Cancer Centre, Sydney Children's Hospital, in a brand-new purpose-built home, Australia's first Children's Comprehensive Cancer Centre, which when completed, will house up to 900 child cancer clinicians and scientists.

OUR SHARED VISION

Our shared vision for the Children's Comprehensive Cancer Centre is to be the leading children's comprehensive cancer centre world-wide, providing for the seamless integration of child cancer research, clinical care, and education, with the goal of putting an end to childhood cancer.

WE BELIEVE THAT

- No child should die from cancer or suffer life-long side effects from their treatment.
- Medical research is fundamental to curing childhood cancer.
- It is the critical iterative relationship between translational research, research that moves laboratory findings into the clinic; and discovery research, bench to bedside and back again, that is bringing us closer to one day curing childhood cancer.
- It's not if. It's when.

OUR PURPOSE

Children's Cancer Institute exists solely to put an end to the devastating impact of childhood cancer. Every week in Australia, three children and adolescents die of cancer. Only when that three becomes zero, and when all the survivors can live a normal life, will our work be done.

Our purpose as the only independent medical research institute in Australia focused exclusively on childhood cancer, is to Translate and Discover, through world class research, new treatments that will cure cancer and reduce side effects in children and adolescents.

OUR STRATEGIC OBJECTIVES

Translate—Accelerate the integration of our translational research into clinical care, including delivery of the flagship Zero Childhood Cancer program.

Discover—To pursue world class discovery research, and to feed the translational pipeline through the depth, breadth, and impact of our science.



OUR STRATEGIC ENABLERS

Empower—Attracting and developing the brightest minds in a vibrant collaborative high-performance culture that fosters diversity, innovation, and success.

Innovate—By providing our researchers and support teams with access to advanced technologies, infrastructure, and facilities, we will create a dynamic and cutting-edge environment for innovation.

Connect and engage—Partnering and collaborating with UNSW and Sydney Children's Hospitals Network together with national and international clinical and research leaders and organisations, governments, and industry to leverage and maximise the outputs and impact of our research.

Promote and fund—Sharing our beliefs, vision, and purpose with others to drive awareness, engagement and support for our cause that ensures we deliver our strategic objectives in a financially sustainable way.

YOUR ROLE

Role:	Compliance Officer	Team:	Risk & Governance
Job Family:	Risk & Compliance	Reports To:	Head of Risk & Governance
Salary Band:	Technical	Manages:	Self
Key Internal Relationships:	Risk & Compliance Specialist, People & Culture, Technology Services Group (including Data Governance), Core Services, Marketing & Fundraising, Legal Counsel, Various Internal Committees	Key External Relationships:	UNSW Risk & Compliance

YOUR PURPOSE

Reporting to the Head of Risk & Governance, as the *Compliance Officer* you are responsible for ensuring the activities of the Institute comply with policies, procedures, legal and regulatory requirements. You will work closely with the Risk & Governance Team to develop and implement policies and procedures and ensure the maintenance of internal checks and controls.

YOUR KEY OUTCOMES/ KEY RESULTS

1. Connection to the Cause	<ul style="list-style-type: none"> You promote a risk management culture within the organisation and ensure stakeholders understand, own, and actively minimise risks to the Institute. You support the Risk & Governance Team to ensure the Risk and Compliance Framework and its supporting systems stay relevant to the needs of the Institute. You stay current with legislative, ethical, or regulatory changes that may impact the Institute and its activities.
2. Systems & Processes	<ul style="list-style-type: none"> You support the identification of key compliance obligations, with the support of legal and other relevant resources, and translating those requirements into actionable policies and procedures. You provide compliance support for the re-design, development, standardisation, and implementation of processes.
3. People & Teams	<ul style="list-style-type: none"> You are a compliance advocate and business partner. You work closely with all groups (research and operations) to ensure departmental policies support compliance with both internal and external standards.
4. Conduct & Safety	<ul style="list-style-type: none"> You support the implementation of the WHS framework across the Institute. You role model behaviours that positively reflect the Institute's Code of Conduct, Research Code of Conduct and all relevant WHS policies and procedures.

YOUR PROFILE

Skills/Qualifications/Experience	Capabilities
<p>Essential:</p> <ul style="list-style-type: none"> Demonstrated knowledge and experience of: <ul style="list-style-type: none"> Compliance evaluation, planning and execution Risk management and compliance processes Excellent interpersonal, verbal, and written communication skills Ability to interpret relevant regulatory legislation, regulatory guidance materials and standards Ability to liaise with, and manage a diverse set of internal stakeholders 	<ul style="list-style-type: none"> Resilience – persist despite challenges, obstacles, and interruptions Creativity – innovative and apply resources in new ways Empathy – understand and consider other's feelings, thoughts, and experiences Imagination – see through variety of lenses and challenge present assumptions Emotional intelligence – understand other's emotions and experiences Teaming – collaborate effectively across organisational boundaries

<ul style="list-style-type: none"> • Strong business analysis and problem-solving skills • Ability to provide creative solutions to operational challenges • Excellent organisational skills, with the ability to prioritise and multi-task 	
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YOUR ACTIVITIES AND KEY OUTPUTS

<p>1. Connection to the Cause</p>	<ul style="list-style-type: none"> • You support the Risk & Governance Team in developing internal controls and policies designed to ensure that all compliance needs are met. • You support the Risk & Governance Team to ensure the Risk and Compliance Framework and its supporting systems stay relevant to the needs of the Institute. • You stay current with legislative, ethical, or regulatory changes that may impact the Institute and its activities. • You undertake other activities as directed to support the Institute’s vision and purpose.
<p>2. Systems & Processes</p>	<ul style="list-style-type: none"> • You ensure effective identification, escalation, and governance of operational challenges, risks, and issues. • You support the preparation and maintenance of the compliance and risk registers. • You support the identification of key compliance obligations, with the support of legal and other relevant resources, and translating those requirements into actionable policies and procedures. • You support the development and preparation of risk and compliance reporting and dashboards. • You support the maintenance of all Risk Management SharePoint sites and linked materials. • You provide compliance support for the re-design, development, standardisation, and implementation of processes. • You comply with all operational policies and procedures and applicable legislation.
<p>3. People & Teams</p>	<ul style="list-style-type: none"> • You act as a compliance advocate and business partner • You work closely with all groups (research and operations) to ensure departmental policies support compliance with both internal and external standards. • You foster a harmonious and collaborative team culture and support the REDI vision – respect, equity, diversity, and inclusion. • You maintain and enhance your skills and knowledge through participation in education and professional development.
<p>4. Conduct & Safety</p>	<ul style="list-style-type: none"> • You behave in a manner that upholds and positively models the Institute’s Code of Conduct, and the Research Code of Conduct. • You comply with all relevant Institute WHS policies and procedures. • You take reasonable care to maintain your own health and safety and that of others. • You actively participate in making the Institute a safe and healthy workplace through communication and consultation processes.

NOTE: It is not the intention of the Position Profile to limit the scope, outcome, or activities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.