



## Compliance Officer (Desktop Audits)

APS 4 - APS 5

Adelaide, Melbourne, Sydney

Permanent

### About the Agency

The Australian Building and Construction Commission (ABCC) promotes understanding and enforces compliance with Australia's workplace laws in the building and construction industry.

We do this by:

- providing information and resources
- advising and assisting everyone to understand their rights and obligations
- impartially monitoring and assessing compliance
- using the full range of enforcement options to address non-compliance.

### About the role

We have some exciting opportunities for highly motivated APS 4 and APS 5 Compliance Officers to join our Building Code Operations team. .

Reporting to the Desktop Audit Team Leader within the specialist Building Code Operations Team, our Compliance Officers are primarily responsible for undertaking proactive and reactive desktop audits to assess compliance with the Building Codes as well as occasional field audits.

You will be able to demonstrate some experience conducting investigations and/or audits, an ability to interpret and apply the law, well-developed communication and interpersonal skills, a capacity to work well individually and as a team member, and be able to deal with conflict in a professional manner.

In this role you must be prepared to travel interstate periodically for operational training or to conduct audits and must also hold a current driver's licence.

Our Compliance Officers are appointed as Inspectors under the BCIP Act.

At the ABCC, we recognise, appreciate and seek to harness our people's individual skills and talents. You will thrive in our vibrant, down to earth yet stimulating environment that empowers our people to succeed.

If you are looking for an opportunity to make a difference in the industry, this could be the role for you!

### About you

To be successful for the APS 4 and APS 5 positions we are seeking enthusiastic applicants who can demonstrate:

- Well-developed auditing and inspection skills including a demonstrated ability to plan, conduct and lead audits and/or investigations.
- Proven ability to interpret and apply legislation.
- Well-developed written and oral communication, liaison, negotiation and representation skills.
- Well-developed organisational and prioritisation skills, attention to detail and the ability to balance competing priorities particularly with high volumes of work.
- Well-developed computer skills and demonstrated experience using case management systems.
- At the APS 5 level you will need to demonstrate you're ability to work in a team environment including mentoring and providing guidance to junior staff, as well as providing support to the Desktop Audit Team Leader.

### What you'll get in return

You will be joining an adaptive, high performing and inclusive Commission. We actively encourage applications from Indigenous Australians, people with disability, people from diverse linguistic and cultural backgrounds and people who identify as LGBTIQ+.

You will receive high quality training and support (both formal and on-the-job), flexible work options and family friendly work practices, access to an employee benefits scheme and an attractive base salary of \$70,186 at the APS 4 level and \$78,244 at the APS 5 level, plus 15.4% superannuation.

### What you need to do now

If this sounds like the perfect opportunity for you, it is important that you review the candidate information kit on our website for instructions on how to apply.

If you have questions regarding the role, you can contact Michael Tahan on (03) 8509 3024 for more information.

### Eligibility

To be eligible for employment at the ABCC, you must be an Australian Citizen and agree to pre-employment screening. This may include a criminal history (police) check, health clearances and character checks. Some positions may require additional checks to be performed and require a security clearance.

**Applications close 11:30PM AEST, Wednesday 18 September 2019.**

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**