Role Description
Legislative Compliance Officer

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Legal Services
Role number	274440
Classification/Grade/Band	Clerk 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	224999
PCAT Code	1119192
Date of Approval	January 2024
Agency Website	https://education.nsw.gov.au/

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

Directorate overview

The Legal Services directorate is part of the Corporate Services division and helps schools navigate the law to put students at the centre of decision-making. We are a trusted and credible partner, delivering excellent service and promoting community confidence in public education. Our legal advice and expertise builds organisational capabilities so that every student, every teacher, every leader and every school can improve, every year.

The Compliance Officer is a part of the Compliance and Privacy team within Legal Services, which is responsible for advising on the Department's compliance obligations under legislation.

Primary purpose of the role

The Compliance Officer supports continuous improvement to grow a compliance culture and delivers high-quality monitoring and reporting to ensure legal and compliance requirements are managed and met across the Department.

Key accountabilities

- Work closely with stakeholders to provide expert advice on management of legislative compliance.
- Maintain and operationalise the departments Legislative compliance framework, policies, procedures, and registers.
- Advise on, contribute and lead legislative compliance projects and initiatives to proactively uplift compliance capability and culture.
- Prepare and maintain reports, submissions, briefing notes, letters and other correspondence in accordance with legislation and recording keeping requirements.
- Undertake reporting of legal compliance to comply with the Department's reporting requirements, including audit and risk reporting and the annual reporting of data breaches.
- Monitor emerging compliance trends to identify and drive opportunities for innovation and improvement.
- Establish and maintain strong relationships with a wide range of key internal and external stakeholders to build engagement and commitment to compliance.

Key challenges

- Responding to challenges without compromising the integrity of the Department's legal requirements.
- Collaborating and prioritising within Legal Services and across the Department to achieve key performance indicators, departmental strategic goals and audit and risk requirements.
- Maintaining attention to detail whilst meeting tight deadlines in an environment characterised by conflicting priorities and multiple stakeholders.

Key relationships

Internal

Who	Why
Compliance and Privacy Manager	- Receive assigned work and instructions and escalate sensitive issues. - Clarify instructions and guidance, negotiate priorities. - Report on progress against work plans. - Receive performance feedback.
Team members	Work collaboratively and support colleagues in a cooperative work environment.
Legal Services colleagues	- Respond to requests for information or assistance and escalate sensitive issues. - Support colleagues in a cooperative work environment.
Departmental officers and stakeholders	- Provide timely and accurate privacy advice within negotiated timeframes. - Develop and maintain effective working relationships.

External

Who	Why
Government regulators and other stakeholders	- Develop effective relationships with external regulators. - Liaise and consult with other government agencies and relevant authorities, including the NSW and Commonwealth Information Commissioners, and participate in relevant professional network groups.

Role dimensions

Decision making

Acts independently in performing its core work functions and makes decisions in accordance with established policies, procedures and guidelines. Consults with the Compliance and Privacy Manager on sensitive, high-risk or complex matters to agree on decisions for suitable course of action.

Reporting line

Compliance and Privacy Manager

Direct reports

Nil

Budget/Expenditure

Financial delegation in accordance with Department policy.

Key knowledge and experience

- Demonstrated knowledge and experience in privacy and privacy compliance.
- Knowledge of and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Relevant tertiary qualifications or demonstrated equivalent knowledge and experience.
- Demonstrated understanding and commitment to the value of public education.
- Working with Children Check clearance for paid employment or ability to apply for clearance.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
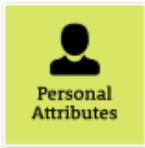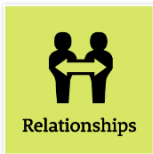
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural Indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	**Adept**
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices. • Look for and take advantage of opportunities to learn new skills and develop strengths. • Show commitment to achieving challenging goals. • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance. • Demonstrate and maintain a high level of personal motivation	**Adept**
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences. • Clearly explain complex concepts and arguments to individuals and groups. • Create opportunities for others to be heard, listen attentively and encourage them to express their views. • Share information across teams and units to enable informed decision making. • Write fluently in plain English and in a range of styles and formats. • Use contemporary communication channels to share information, engage and interact with diverse audiences.	**Adept**
	Work Collaboratively Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration. • Build cooperation and overcome barriers to information sharing and communication across teams and units. • Share lessons learned across teams and units Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work. • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services.	**Adept**
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders. • Encourage others to talk, share and debate ideas to achieve a consensus. • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments. • Show sensitivity and understanding in resolving conflicts and differences.	**Adept**

		• Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict.	
Results (Results icon)	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes and take responsibility for delivering intended outcomes. • Make sure staff understand expected goals and acknowledge staff success in achieving these. • Identify resource needs and ensure goals are achieved within set budgets and deadlines. • Use business data to evaluate outcomes and inform continuous improvement. • Identify priorities that need to change and ensure the allocation of resources meets new business needs. • Ensure that the financial implications of changed priorities are explicit and budgeted for.	**Adept**
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues. • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others. • Take account of the wider business context when considering options to resolve issues. • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements. • Implement systems and processes that are underpinned by high-quality research and analysis. • Look for opportunities to design innovative solutions to meet user needs and service demands. • Evaluate the performance and effectiveness of services, policies and programs against clear criteria.	**Advanced**
Business Enablers (Business Enablers icon)	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit and identify and select the most appropriate technology for assigned tasks. • Use available technology to improve individual performance and effectiveness. • Make effective use of records, information and knowledge management functions and systems. • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies.	**Intermediate**

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability Name**	**Description**	**Level**
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	**Adept**

(NSW Government logo)

Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning.	**Adept**
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	**Adept**
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	**Intermediate**
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	**Adept**
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	**Adept**
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	**Intermediate**
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	**Intermediate**
	Project Management	Understand and apply effective planning, coordination and control methods	**Intermediate**