

<b>Position</b>	<b>Title:</b>	<b>No.:</b>	<b>Reports to:</b>	<b>Title:</b>	<b>No.:</b>
	Compliance Partner	HSF219		Risk Assurance Leader	HSF160
<b>Business Unit:</b>	Risk Assurance		<b>Division:</b>	Risk, Product & Information Services	

## Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, wellbeing and ongoing sustainability of our communities. HomeStart's role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

## Position Purpose:

The Compliance Partner is responsible for monitoring the regulatory environment for changes, providing technical compliance advice, and contributing to the development and maintenance of the Compliance Program. This role supports the implementation and continuous improvement of assurance and compliance standards across the organisation, working closely with the Risk Assurance Leader, Risk Business Partner and other compliance stakeholders. In conjunction with the Compliance Officer, the Compliance Partner provides oversight and advisory support to operational teams on their compliance obligations and assists in researching, developing, and maintaining compliance plans to ensure alignment with evolving regulatory requirements and internal risk frameworks.

## Positions reporting to this position:

- Nil

## Other significant working relationships:

Internal: Risk Assurance, Legal, Line 1 teams and leaders, Audit and Risk Committee.  
External: Outsourced Internal Audit Function.



## Primary Outcomes & Accountabilities

### Key Results Areas

### Performance Measures

Operational Responsibilities	<ul style="list-style-type: none"> <li>• Act as a partner for Divisional and People Leaders, advising on compliance matters related to business plans and strategic initiatives. Provide high-quality advice and education to operational teams on compliance obligations, ensuring a deep understanding of regulatory requirements and organisational policies.</li> <li>• Take ownership of core and non-core compliance obligations, ensuring continuous improvement of the compliance plan and policies. Assist with the coordination and maintenance of the broader compliance program within the Assurance Framework, including conducting analysis and reporting.</li> <li>• Work closely with the Risk Business Partner and Line 1 management to identify, report, and track compliance risks using systems like Protecht. Ensure compliance risks are managed within the organisation's risk appetite and oversee remediation activities as needed.</li> <li>• Lead the facilitation of workshop to build compliance understanding across the business. Induct new employees on compliance obligations relevant to their roles.</li> <li>• Monitor the compliance environment, keeping informed on new legislation, industry trends, and best practices. Provide regular updates and compliance reports to internal stakeholders, including senior management and external regulators.</li> <li>• Assist in developing and maintaining compliance-related documents, ensuring accuracy, clarity, and alignment with organisational policies and legal requirements.</li> <li>• Ensure the organisation meets AML/CTF obligations and assist with the analysis of external matters such as AFCA disputes. Provide regulatory insights and interpretations to ensure alignment with relevant legislation.</li> <li>• Work closely with legal counsel in handling inquiries from regulators and provide support in dispute resolution and customer complaints related to compliance matters.</li> <li>• Prepare and deliver relevant compliance reports and information papers for Executive leadership team, the Audit &amp; Risk Committee, and the Board, providing insights into compliance risks, issues, and areas of improvement.</li> </ul>
External Stakeholder Relations	<ul style="list-style-type: none"> <li>• Create and maintain conditions for effective relations with relevant external organizations, government agencies, customers and vendors where appropriate.</li> <li>• Respond to stakeholder queries in a prompt and courteous manner.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Work in accordance with the Code of Ethics for South Australian Public Sector, and legislative requirements including but not limited to:             <ul style="list-style-type: none"> <li>◦ Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.</li> <li>◦ Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</li> <li>◦ Disability Discrimination.</li> <li>◦ Independent Commissioner Against Corruption Act 2012 (SA)</li> <li>◦ Relevant Awards, Enterprise Agreements, Public Sector Act 2009,</li> <li>◦ Relevant Australian Standards.</li> <li>◦ Duty to maintain confidentiality.</li> <li>◦ Smoke Free Workplace.</li> </ul> </li> </ul>



- Applying the principles of the HomeStart's Risk Management Policy and Practices.
- Ensure own and team compliance to HomeStart's financial policies and procedures.
- Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recorded as incidents in the RMS.
- Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

## Values Profile

Opportunity	<i>We provide belief, hope and possibility for others. We want to empower people with opportunities and solutions, then let them get on with it!</i>
Determination	<i>We are motivated by the hopes, dreams and ambitions we can help fulfil, and the stories of those we've helped succeed already. We are relentless in finding a way forward and will never give up.</i>
Openness	<i>We are open, inclusive and accepting of others' perspectives. Our conversations are honest and transparent. We choose understanding and empathy. We welcome new ideas and diversity in thought.</i>
Simplicity	<i>We're always looking to make things easier. We speak in simple terms and seek to help others' understanding. We try to simplify our work at every step.</i>



## Other Requirements

### Essential Criteria

- Minimum of 3 years' experience in compliance and/or risk management roles within the financial services or broader commercial environment.
- Relevant tertiary qualifications in law, business, commerce, or a related discipline.
- Strong working knowledge of financial services industry regulations, standards, and frameworks.
- Proven ability to develop, implement, and continuously improve compliance frameworks, policies, and procedures.
- Demonstrated experience managing regulatory obligations and risks, with sound judgement and problem-solving capability.
- High-level written and verbal communication skills, including the ability to develop documentation and present effectively to diverse teams.
- Strong stakeholder engagement and relationship-building skills across all levels of the organisation.
- Ability to prioritise workloads independently, manage multiple responsibilities effectively, and meet business expectations and deadlines.
- Strategic mindset with financial and business acumen; ability to operate in ambiguous and fast-changing environments.
- Customer-focused, collaborative, and committed to fostering innovation and continuous improvement.

### Desirable Criteria

- Knowledge of AML/CTF obligations.

## Special Conditions

- National Criminal History Record Check (Police Check) on commencement (no more than 12 months old) **AND** bankruptcy check on commencement.
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Some out of hours, weekend work and intrastate/interstate travel may be required.