



Policy and Compliance Consultant

Engagement over a 6 months period
Flexible hours

Job Title	Policy and Compliance Consultant
Company	Wellsprings for Women Inc.
Reports to	CEO
FEE	\$40000

This position is open to females only. Wellsprings for Women's conduct falls within the exceptions contained in sections 28 and 88 of the Victorian Equal Opportunity Act 2010

Organisation

Wellsprings for Women established in 1994 in Dandenong, Victoria, is a community-based organisation dedicated to supporting women to gain control over their lives, recognise the root causes to the barriers they face and gain the skills they need to achieve their goals. Wellsprings provides a range of services and programs that are designed in consultation with women especially women of migrant, refugee and asylum seeker background and women impacted by mental health, trauma, poverty and family violence.

We are a neighbourhood house and a Learn Local, with a specialisation in women's issues. We service the most multicultural population in Victoria. We are committed to gender equality, human rights and a society where women are safe and free from violence.

Role

Information about the role

Wellsprings is seeking the services of a consultant experienced in developing documents and building evidence to meet the accreditation requirements of the DFFH Human Services Standards and Governance Standards.

Key Accountabilities

Duties include:

- Undertake an internal process of organisational self assessment to fulfil requirements of accreditation in the Human Services Standards
- Develop an action plan that identifies the gaps that need to be completed to meet the accreditation requirements.

- Liaise with Department of Families, Fairness and Housing and Family Safety Victoria and Domestic Violence Victoria to ensure that Wellsprings is meeting its compliance obligations
- Develop policies and procedures that are required to achieve the accreditation process
- Document the evidence required for each of the Human Services and Governance Standards
- Liaise with Managers, staff across the organisation to consult, inform and build their knowledge and skills relating to Governance and Human Services Standards
- Prepare Managers, staff, clients and Board for the accreditation interviews
- Upload documents onto the QIP portal
- Liaise with QIP representative and assessors to keep them informed and to alert them to any issues that need to clarification

Key Selection Criteria

- **Knowledge of the DFFH Human Services Standards**
- **Knowledge of the QIC Governance Standards**
- **Experience in working to meet accreditation requirements within tight deadlines**
- **Experience in developing quality policy documents**

Timelines:

Dec/January to 30 June 2022

Inquiries:

Dalal Smiley; 0419750 360

Payment:

In instalments and upon presentation of a Tax Invoice

- **1st instalment: \$2000 on commencement**
- **2nd instalment = \$10,000 at end of February**
- **3rd instalment= \$10,000 at end of April**
- **4th instalment= \$10,000 once all documents are uploaded onto the QIP portal in May**
- **5th and Final instalment= \$8000 at end of June upon completion**