



JOB DESCRIPTION – COMPLIANCE OFFICER

Job Title: Compliance Officer

Department: Legal and Compliance

Reports To: Head of Compliance

Job Overview

The Compliance Officer at Trendie plays an integral role in safeguarding the organisation by ensuring strict adherence to legal, regulatory, and internal policy frameworks. You will be instrumental in the creation and implementation of robust compliance programs that mitigate legal risks and maintain our reputation. This position requires vigilance in monitoring regulatory developments, educating employees on compliance matters, and collaborating with cross-functional teams to align operational practices with statutory obligations. Your contributions will not only ensure legal compliance but also foster a culture of integrity and ethical conduct across the organisation.

Key Responsibilities

- **Compliance Program Development:** Develop, implement, and maintain comprehensive compliance frameworks, policies, and procedures that align with legal requirements and industry best practices. Ensure that these programs are updated regularly to reflect changes in the legal and regulatory landscape.
- **Regulatory Monitoring:** Diligently monitor compliance with local, state, and federal laws as well as industry-specific regulations, ensuring all company operations are conducted within legal parameters. Provide proactive solutions to potential compliance challenges and advise on risk mitigation strategies.
- **Auditing and Risk Assessments:** Conduct periodic audits, compliance reviews, and risk assessments to identify vulnerabilities and areas of non-compliance. Ensure that findings are addressed with actionable plans and preventative measures to minimise future risks.

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- **Employee Training and Development:** Lead the development and delivery of ongoing compliance training sessions for staff, covering areas such as ethics, anti-corruption measures, and data protection. Foster a culture of compliance by ensuring employees understand their responsibilities and the importance of adhering to regulatory standards.
- **Investigations and Issue Resolution:** Investigate potential compliance breaches thoroughly and work collaboratively with legal, finance, and other departments to resolve issues efficiently. Implement corrective actions and ensure any identified gaps are promptly addressed.
- **Compliance Reporting:** Prepare comprehensive reports for senior management and regulatory authorities, detailing compliance activities, incidents, and resolutions. Ensure reports are accurate, insightful, and delivered in accordance with regulatory deadlines.
- **Regulatory Updates and Policy Revision:** Stay abreast of changes in legislation and regulatory requirements, ensuring the organisation's policies and procedures are adapted accordingly. Communicate regulatory updates to relevant stakeholders and integrate changes into the compliance program effectively.
- **Cross-Departmental Collaboration:** Collaborate with legal, finance, and operational departments to ensure a cohesive approach to compliance, contributing to strategic decision-making and risk management across the organisation.
- **Internal Controls and Advisory:** Advise senior management on the development and implementation of effective internal controls, designed to prevent and detect compliance violations, ensuring operational and procedural integrity.

Qualifications and Experience

- **Education:** Bachelor's degree in Law, Business Administration, or a related discipline is required. Postgraduate qualifications in compliance, governance, or risk management will be highly regarded.
- **Experience:** A minimum of 3 years' experience in a compliance, regulatory, or legal advisory role, with a proven track record of developing and managing compliance frameworks in an organisational context.

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- **Regulatory Knowledge:** Deep understanding of Australian legal and regulatory requirements, including an in-depth knowledge of industry-specific standards and codes of conduct.
- **Program Development:** Demonstrated experience in developing and implementing effective compliance programs tailored to organisational needs.
- **Analytical and Problem-Solving Skills:** Exceptional analytical abilities to evaluate complex legal and compliance issues and develop practical, risk-based solutions.

Skills and Competencies

- **Communication Skills:** Strong interpersonal and written communication skills, with the ability to provide clear, concise, and actionable compliance advice and training to diverse teams across the organisation.
- **Multitasking and Project Management:** Proven ability to manage multiple compliance projects simultaneously, ensuring timely delivery and execution of initiatives.
- **Attention to Detail:** Meticulous attention to detail, particularly in compliance documentation, reporting, and monitoring activities, ensuring the highest standards of accuracy.
- **Technical Proficiency:** Proficiency in using compliance management software and tools for tracking, auditing, and reporting compliance activities.
- **Guidance and Leadership:** A practical, solution-oriented approach to providing guidance on complex compliance issues, with the ability to lead compliance initiatives across the organisation.

Working Conditions

This is a full-time position that may occasionally require domestic travel for compliance audits, investigations, or staff training sessions. As you will be handling sensitive information, a high level of integrity, discretion, and confidentiality is paramount.



Key Performance Indicators (KPIs)

- **Compliance Program Effectiveness:** Monitor the impact and effectiveness of compliance programs in preventing and detecting breaches.
- **Timeliness and Accuracy of Reporting:** Ensure the timely and accurate submission of all compliance reports, internally and to relevant regulatory bodies.
- **Risk Reduction:** Track and report on the reduction of compliance risks and incidents over time, ensuring continuous improvement.
- **Employee Engagement:** Measure employee engagement and participation in compliance-related training and awareness programs.
- **Strategic Compliance Alignment:** Ensure that compliance initiatives are strategically aligned with broader organisational goals and business objectives.

Organisational Values and Culture

At Trendie, we are committed to upholding integrity, accountability, and continuous improvement in all our operations. As a Compliance Officer, you will play a key role in embedding these values into the fabric of our organisation, ensuring our compliance with the highest ethical and legal standards.

Career Path and Opportunities

This role offers progression opportunities to more senior positions such as Senior Compliance Officer, Compliance Manager, or Head of Compliance. You may also have the opportunity to specialise in specific areas of compliance, such as corporate governance, risk management, or regulatory compliance, enabling career growth and professional development.