

Compliance and Quality Officer (Hybrid)

About the role

Arete Care is seeking a talented Compliance and Quality Officer to join our dynamic team. In this full-time hybrid role, you will play a crucial part in ensuring our organisation maintains the highest standards of compliance and quality in the delivery of our essential community services. Based in Heidelberg, VIC, this position offers flexibility with a mix of remote and on-site work.

What you'll be doing

- Developing, implementing and continuously improving compliance frameworks and quality assurance processes
- Conducting regular audits and reviews to monitor compliance with relevant legislation, regulations and industry standards
- Identifying and addressing any non-compliance issues, recommending and implementing corrective actions
- Collaborating with operational teams to embed a culture of continuous quality improvement
- Maintaining comprehensive documentation and reporting on compliance and quality performance
- Staying up-to-date with changes in the aged and disability support sector and adapting processes accordingly
- Providing training and guidance to staff on compliance and quality requirements

What we're looking for

- Tertiary qualification in a relevant field such as compliance, quality management or a related discipline
- 3-5 years of experience in a compliance or quality assurance role, preferably within the aged care or disability support sector
- Demonstrated expertise in developing and implementing compliance frameworks and quality assurance programs
- Strong analytical and problem-solving skills, with the ability to identify and address non-compliance issues
- Excellent communication and stakeholder management skills, with the ability to liaise effectively with operational teams
- Thorough understanding of relevant legislation, regulations and industry standards
- Proactive, detail-oriented and committed to continuous improvement

What we offer

At Arete Care, we are committed to supporting our employees' growth and well-being. In this role, you can expect:

- Competitive salary and benefits package
- 6 Weeks Annual Leave
- Flexible hybrid work arrangements
- Ongoing professional development and training opportunities
- Supportive and collaborative team environment
- Employee assistance program and wellness initiatives

Apply now to join our dedicated team and make a meaningful impact in the disability support sector.

