



## Quality and Compliance Lead

Fixed Term Full-Time (38 hours per week)  
12 month contract

**Footprints in Brisbane Inc.** is a well-regarded not-for-profit community based organisation with locations in Fortitude Valley, West End, Strathpine and Kingston, providing a range of programs to people who are older, have a disability, experience mental illness, are homeless and/or are financially/socially disadvantaged. We offer an extensive range of community based services including the broad spectrum of services now offered under the National Disability Insurance Scheme (NDIS).

### About the role

The purpose of this role is the coordination of quality and compliance activities across the organisation, ensuring that Footprints programs and internal operations are compliant with contractual arrangements, relevant industry and government standards.

### About you

- Qualifications and/or experience in quality, compliance management and auditing.
- Demonstrated experience in policy development and leading quality improvement projects
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Highly developed written and verbal communication, including the demonstrated ability to prepare high level quality documentation and presentations
- Demonstrated ability to develop and maintain effective relationships with internal and external stakeholders
- High level computer literacy in Microsoft Office and database/systems management
- Current class C Drivers Licence, Yellow Card and satisfactory National Police Check

### Desirable

- Understanding of quality management and governance in the Disability, Mental Health and Aged Care sectors
- Knowledge of the Human Services Quality Framework
- Project Management qualifications

### We offer

- Flexible work arrangements
- Attractive remuneration with generous salary sacrifice benefits
- Opportunities for ongoing professional development and training
- A committed and friendly team work environment

Please submit your resume along with a covering letter highlighting your previous experience and why you should be considered for this role. A position description is available on our website <https://footprintsinc.org.au/work-with-us/>

For further information, contact Lisa Smith, HR Manager on (07) 3252 3488.

**Applications Close:** COB 12 June 2019, however, applications may be reviewed upon receipt with shortlisting and interviews commencing prior to the closing date.