Government of South Australia
Department of Treasury and Finance

Role Statement

Role title	Risk & Compliance Officer	**Classification**	ASO4
Branch	Super SA	**Type of Appointment**	Ongoing
Section	Policy, Risk & Governance	**Position Number**	TBA
Approved by	Chief Executive, Super SA	**Date**	November 2025

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are

Talented, Clear Eyed and Curious	High Performing	Trusted Partner	Agile	Fulfilled and Fun
We are analytical, evidence based, innovative and creative.	We are known for achieving successful and timely outcomes.	We work better together. We lead, partner, and collaborate to help solve the big challenges.	We organise around opportunities critical to our state and are flexible in responding to challenges.	We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that *seizes opportunities*, addresses the *big challenges*,
and is a *destination employer* providing *rewarding careers*.

Super SA

For over 120 years, Super SA has been helping members secure their financial future. Super SA is a superannuation fund for South Australian government employees and is a branch of the Department of Treasury and Finance.

Super SA is dedicated to championing the financial well-being of South Australians and is passionate about helping members to live their best life in retirement. Super SA's long-term success is largely due to the talent and expertise of staff who strive to create an environment that is supportive, safe and secure. The work culture is positive and inclusive, making it a rewarding and enjoyable place to work.

Policy, Risk and Governance Directorate

Using strong governance principles, the Policy, Risk and Governance directorate is responsible for leadership and expert advice in the areas of legislation, policy, dispute resolution, risk management, compliance, corporate services and governance practices across Super SA.

The Directorate also delivers high quality board and committee support services. This includes supporting members with their complaints, appeals and requests for information through our South Australian-based member centre. In addition, the Directorate supports core business operations –staff onboarding, security, and internal records, helping Super SA to run smoothly and meet its obligations.

The Directorate also works closely with the Treasurer's office, Under Treasurer and the respective boards.

What this role is responsible for

This role has primary responsibility for ensuring Super SA undertakes timely assessment of members to ensure we are meeting our Anti-Money Laundering (AML), Counter-Terrorism Financing (CTF) and Proliferation Financing (PF) Act and Rules obligations by identifying members who either have a criminal background or are Politically Exposed. The incumbent requires detailed knowledge of these requirements and to perform this role independently. This includes ensuring that appropriate enhanced due diligence measures are applied to higher risk members identified through this process.

- Undertaking Employee Due Diligence, Undesirables Testing and Enhanced Customer Due Diligence to meet our legislative obligations under the Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Act and Rules.
- Reviewing transactions which have the potential to be fraudulent and to verify their validity.
- Undertaking monthly and quarterly reporting obligations including reporting breaches of legislative compliance and Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) reporting requirements, and the results of the fraud monitoring review.
- Assisting with the incident management process, including assigning the completion of incident reports to Super SA Staff, following up outstanding incident reports and clarifying the status of open remediation actions as needed
- Implementing and managing the annual conflict of interest declaration process for all staff within Super SA
- Tracking completions and ensuring mandatory fraud training is undertaken by all new staff
- Support continuous improvement by reviewing and improving risk and compliance related policies and procedures

- Support senior members within the Governance and Risk team in undertaking duties that expand their knowledge of the role.
- Compliance testing and joining working groups to assist in remediating more complex incident related issues
- Work collaboratively and consultatively across Super SA to promote and embed a risk aware and continuous improvement culture

Who this role reports to

The Risk and Compliance Officer reports to the Manager, Assurance and Risk.

Key Relationships/Stakeholders

- Required to work collaboratively and consult with employees from across the organisation, including Senior Managers to promote and embed a risk aware and continuous improvement culture.
- Liaises with Super SA management, staff, internal and external auditors, and other DTF staff.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
  ☒ National Police Check
  ☒ General Employment Probity Check
  ☐ Working with Children Check
  ☐ Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  ☐ Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Proven ability to learn new skills and knowledge to be applied to the role
- Ability to identify potential changes in procedures to improve operational effectiveness
- Well-developed written and verbal communication skills, including the ability to prepare reports outlining the results of testing undertaken
- Ability to manage multiple priorities, meet deadlines and respond quickly to emerging priorities
- Strong interpersonal and communication skills which demonstrate a capacity to build and maintain relationships with diverse stakeholders on a range of issues
- Experience in undertaking risk management activities, risk assurance and/or evaluations
- Experience in researching, planning and undertaking assurance or risk management tasks
- Experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.

- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- A tertiary qualification in audit/assurance, risk management, finance or related field
- Previous experience in the financial services industry (including APRA regulated superannuation fund)