



**PROTECTIVE  
SECURITY**

# Compliance Officer

## Career level



## Job Description

A Compliance Officer is responsible for ensuring a company's practices are compliant with relevant laws, regulations and licensing requirements. They advise key stakeholders on a range of matters including compliance, auditing, health and safety, financial risk and legislation. Compliance Officers typically have advanced administrative skills and an eye for detail. They often work in regulated industries like health care, financial services, mining and logistics.

As a Compliance Officer, your primary responsibility will be to ensure that the organisation complies with all relevant laws, regulations, and internal policies. You will be responsible for conducting audits and assessments to identify any potential compliance issues, developing and implementing compliance policies and procedures, and providing training and guidance to employees on compliance matters.

## On the Job

Among the day-to-day job responsibilities include:

- Monitoring and ensuring compliance with applicable laws, regulations, licensing, and company policies.
- Conducting regular audits and assessments to identify potential compliance issues.
- Developing and implement compliance programs, policies, and procedures.
- Providing guidance and training to employees regarding compliance requirements.
- Investigating and resolving compliance-related complaints and issues.
- Collaborating with internal departments to ensure compliance in all business operations.
- Staying updated on changes in regulations and industry best practices.
- Preparing and submitting reports to regulatory bodies as required.
- Conducting risk assessments to identify potential compliance risks.
- Coordinating and assisting with internal and external compliance audits.
- Maintaining accurate records and documentation related to compliance activities.
- Serving as a point of contact for regulatory agencies and external stakeholders.
- Recommending and implementing corrective actions to address compliance deficiencies.
- Fostering a culture of compliance and ethical behaviour within the organisation.

## Salary & Benefits

Your starting salary can vary because of your contract of employment and factors like level of experience, training, or location. Your salary as a Full Time compliance officer may increase over time as you build skills, knowledge and experience.

**Weekly Pay:** \$1,400 – \$1,900

**Annual Pay:** \$75,000 – \$95,000

**Hours per week:** 38



## Entry Qualifications & Training

Given your role will be to lead a team of security officers who are responsible to keep people and things safe, your employer will need to know you're a safe bet to hire. That's why you'll need to hold a Security Licence to work as a Security Operations Manager. To qualify for a licence, you'll need to:

- Hold a Security Licence.
- Demonstrate qualities to lead and manage people.
- Undertaking a Certificate IV in Risk Management or Front Line Management qualifications would be well regarded. \*
- Have prior work or experience working as a security team leader, security supervisor or security site manager.

\* Funded Certificate training is available in some states/territories.



## Career Progression

With time and experience as a Security Operations Manager, you could progress to a director of security operations or chief security officer. Or you could set up your own security company.

You may also decide to specialise in certain fields of security including:

- Risk Management
- Workplace Safety
- Operational Management role in Aviation / Maritime security
- Security sales or marketing
- Investigations
- Executive protection
- Senior Security Management Roles
- Retail loss prevention and audit security



## Experience & Skills Required

Your past security supervisory and management experience, including working in the police force or armed services, will help you stand out to an employer. Other useful skills to highlight to your employer when applying include:

- Excellent leadership and management skills to guide and motivate security personnel effectively.
- Strong analytical and problem-solving abilities to identify and mitigate security risks and threats.
- Exceptional communication and interpersonal skills to liaise with internal stakeholders, external agencies, and law enforcement as necessary.
- Proficient in utilising security tools and technologies, such as intrusion detection systems, access control systems, and video surveillance systems.
- Ability to conduct security assessments, audits, and incident investigations to ensure continuous improvement and compliance.
- Strategic thinking and decision-making capabilities to develop and execute comprehensive security strategies aligned with organisational goals.

## Getting Started

Compliance Officer jobs are advertised under different job titles and can be found on online jobs or directly by employers. When looking on job boards, look for the following types of jobs:

**Security Operations Manager**  
**Security Manager**

## Useful Organisations and Links

- **ASIAL**  
asial.com.au
- **Security Licensing Information**  
asial.com.au/security\_licensing\_information
- **Security Training Requirements**  
training.gov.au/Training/Details/PPP
- **ASIAL Contact Information**  
1300 127 425  
contactus@asial.com.au



### Contact ASIAL

Security Industry House,  
41 Hume Street, Crows Nest NSW 2065  
1300 127 425  
contactus@asial.com.au  
www.asial.com.au

**Supporting members, promoting standards and safeguarding public interests.**



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