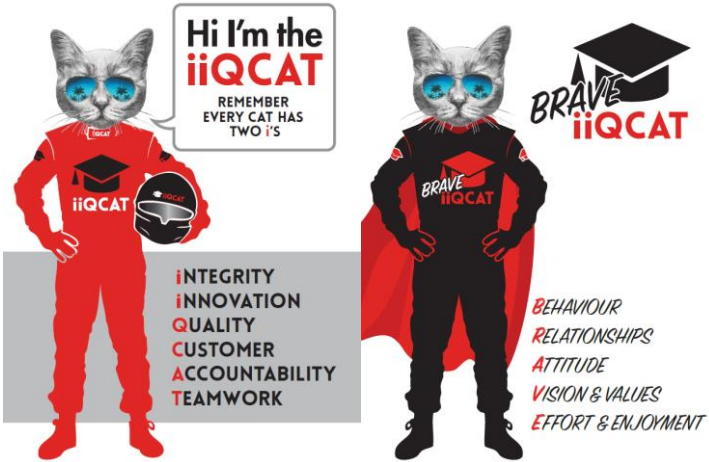


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| Position: | Compliance Officer |
| Division: | Infrastructure |
| Department: | Operations |
| Reporting to | Primary: Infrastructure Manager Secondary: Risk and Safety Specialist |
| Employment Type | Long Term Contract (9 weeks) |

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| Key Relationships | <p>Internal: Operations team Sales and Commercial team Marketing team ICT team Motorsport, Entertainment & Industry team Business Services team Other departments as required</p> <p>External: APP Contractors/third parties Regulators</p> |
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| Values | <p>Knowledge of and consistent demonstration of the Corporation's IIQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p>  |
| Corporation Objectives | To promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island. |
| Governed by | The Corporation is governed by the Australian Grands Prix Act 1994 (Vic). |
| Standards of behaviour | The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees. |

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| Human Rights | The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions. |
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| Role Objectives | <p>As a key member of the Operations department, the Compliance Officer is tasked with driving the success of the contractor and third party management system for the 2018 Formula 1® Rolex Australian Grand Prix.</p> <p>Key objectives which underpin the success of the contractor and third party management system include:</p> <ul style="list-style-type: none"> • Regular communication and engagement with internal and external stakeholders; • Timely and accurate input, review and reporting of data relating to contractor compliance; • Educate, influence and drive the contractor and third party management process; • Oversee and maintain the integrity of the contractor and third party management system; and • Engage with contractors and third parties on the ground to validate conformance. |
| Core Responsibilities | <p>Contractor and Third-Party Management System:</p> <ul style="list-style-type: none"> • Consult and collaborate with internal contract managers to distribute, collect and administer contractor and third party documentation. • Assist contract managers and drive the completion, update and integrity of the departmental contractor and third-party management registers. • Review of completed contractor and third party documentation in consultation with relevant stakeholders (risk, infrastructure, APP, legal), including: <ul style="list-style-type: none"> ○ Risk assessment of contractor / third party scope of works with contract manager; ○ Engineering compliance documentation; ○ Insurance certificates and liability limits; ○ Safety plans and risk assessments; and ○ Key contact details and forms. • Communicate and follow up with contract managers and or contractors and third parties in relation to: <ul style="list-style-type: none"> ○ Incomplete / documents requiring additional information; ○ Outstanding information and or documentation; and |

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| | <ul style="list-style-type: none"> <ul style="list-style-type: none"> Register content, management and integrity. Ensure contractors and third parties meet their induction criteria / obligations. Regularly engage with key APP stakeholders in relation to medium and high risk contractors and third parties – identify and assist APP to capture key information in their Hammertech system. Regularly engage with and report on progress to Reporting Relationship stakeholders and management. <p>Stakeholders</p> <ul style="list-style-type: none"> Regularly engage with, check-in and assist stakeholders to drive the success and integrity of the contractor and third party management system. Liaise (if required) with Regulators and authorities in collaboration with Risk and Infrastructure staff. Liaise with contractor management software provider as required. Facilitate joint stakeholder communications and consultation where multiple parties exist. <p>Audit, Assurance and Compliance</p> <ul style="list-style-type: none"> Audit, inspect and engage with contractors and third parties on the ground to assess and manage conformance. Provide regular reports to management on the status of compliance. <p><u>Governance</u></p> <p>Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.</p> <p>Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.</p> <p><u>Customer Service</u></p> <p>Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer.</p> <p>Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.</p> <p><u>Continuous Improvement</u></p> |
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Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

Health and Safety

To assist the Corporation in meeting its health and safety obligations you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures.
- Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.

To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.

Environmental Considerations

Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.

PERSON SPECIFICATION

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| Qualifications and Experience | <ul style="list-style-type: none"> • Business, Management or Administrative related qualification/experience is desirable. • Preference for a person with contractor management experience including; administration of contractor process, insurance review, risk and safety review / understanding, engineering compliance review (supported by the infrastructure team). • Relevant construction or risk management experience. • Ability to develop strong working and collaborative relationships with internal and external stakeholders. • Proven ability to maintain effective and timely delivery of responsibilities. • Ability to engage and influence at all levels to achieve objectives. • Ability to adapt and modify approach to achieve outcomes in a high pressure environment. • Self-motivated with leadership abilities and resilience. • High level of interpersonal skills –verbal and written. • Effective management of information, data collation, attention to detail and report accurately. • Valid Victorian driver license. • Understanding of relevant industry standards. |
| Relevant Traits and Characteristics | <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrated achievement in and enthusiasm for the provision of quality customer service • Immediately respond to customers needs or concerns to ensure the quality of service meets agreed standards <p>Teamwork, Adaptability and Resilience</p> <ul style="list-style-type: none"> • Demonstrated commitment to teamwork and the maintenance of a supportive work environment • Ability to work effectively as part of a team in a fast-changing environment • Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances <p>Interpersonal, Verbal and Written Communication</p> <ul style="list-style-type: none"> • Well-developed written communication ability • Strong interpersonal and communication skills |

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| | <ul style="list-style-type: none">• An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels <p>Organisation and Planning</p> <ul style="list-style-type: none">• Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands• Ability to meet deadlines <p>Technology</p> <ul style="list-style-type: none">• Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint• Experience in information management systems, including internet and on-line environments <p>Continuous Learning and Professional Development</p> <ul style="list-style-type: none">• Demonstrated commitment to continual professional and personal development |
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