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| **Position:** | Compliance Officer |
| **Team:** | Infrastructure   |
| **Department:** | Operations  |

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| **Reporting****Relationships** | Primary: Infrastructure CoordinatorSecondary: Risk and Safety Specialist[Comm next line]Infra |

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| **Key Relationships** | **Internal:**Operations teamSales and Commercial teamMarketing teamICT teamMotorsport, Entertainment & Industry team Business Services teamOther departments as required**External:**PIO/ LinfoxContractors/third partiesRegulators  |

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| **Values** | Knowledge of and consistent demonstration of the Corporation’s IIQCAT values including integrity, innovation, quality, customer, accountability, teamwork.  |
| **Objectives** | 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 Michelin ® Australian Motorcycle Grand Prix 2018.Key objectives which underpin the success of the contractor and third-party management system include:* 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;
* Engage with contractors and third parties on the ground to validate conformance; and
* Provide regular reports to management on the status of compliance.
* Provide assistance to the Site Inductions process.
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| **Responsibilities** | **Contractor and Third-Party Management System:*** 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, legal), including:
	+ 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:
	+ Incomplete / documents requiring additional information;
	+ Outstanding information and or documentation; and
	+ Register content, management and integrity.
* Ensure contractors and third parties meet their induction criteria / obligations.
* Regularly engage with key stakeholders in relation to medium and high risk contractors and third parties – identify and assist to capture key information in the system.
* Regularly engage with and report on progress to Reporting Relationship stakeholders and management.

**Stakeholders*** 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.

**Audit, Assurance and Compliance*** Audit, inspect and engage with contractors and third parties on the ground to assess and manage conformance.
* Provide regular documented reports to demonstrate the effectiveness of the system, status of compliance and contractor/third-party due diligence.

**AGPC HEALTH & SAFETY:**To assist AGPC in meeting its health and safety obligations you will be required to:Promote a positive safety culture by contributing to health and safety consultation and* Communication, and through active participation 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.
* Cooperate with the AGPC by adhering to the organisations various policies, procedures, work practices and standard operating procedures.
* Perform your role in accordance with any specific responsibilities as outlined in the AGPC safety management system.
* Perform your role in accordance with any AGPC fit for work requirements.

Cooperate with AGPC regarding caring for the environment, by acting in a sustainable way and minimising AGPC’s environmental impact by adhering to the organisations policies, procedures and work practices.To enable AGPC 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. |

***\*\*please do not remove the following section break\*\****

# Person Specification

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| **Qualifications** | Safety, Risk, Project management, Compliance related qualification/experience is desirable.  |

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| **Experience** | * 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.
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