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

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

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| **Key Relationships** | **Internal:**  Operations team  Sales and Commercial team  Marketing team  ICT team  Motorsport, Entertainment & Industry team  Business Services team  Other departments as required  **External:**  PIO/ Linfox  Contractors/third parties  Regulators |

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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. |
| **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. |