

JANUARY 2022

Position Description

Position Title:	Compliance Advisor
Position Number:	1133
Reporting to:	IMS Coordinator
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement (EA) 2021 – Level 4

PURPOSE

The Compliance Advisor is responsible for examining Mid West Ports Authority (MWPA) activities and processes through the development and implementation of assurance activities. These activities ensure compliance with MWPA's legal and regularity responsibilities, and its established controlled process documents.

The Compliance Advisor works closely with internal stakeholders to ensure the timely close out of reported incidents, near misses, hazards, observations, and identified legal and regulatory compliance actions.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
ASSURANCE ACTIVITIES	<ul style="list-style-type: none"> Through consultation with the IMS Coordinator, and where applicable the Risk and Compliance Speciality, develop an annual 'risk based' Assurance Plan. Schedule and undertake compliance audits with internal stakeholders as per the Assurance Plan. Enter compliance audit outcomes/actions into CammsAudit and monitor the close out of actions. Prepare compliance audit information and data for inclusion within Quality Information Papers.
ADMINISTERING MWPA'S COMPLIANCE TOOL	<ul style="list-style-type: none"> Through collaboration with internal stakeholders, ensure the currency of information and assigned reporting periods within MWPA's Compliance Register. Prepare month end Reports on outstanding compliance actions. Explore improvement opportunities (value adding) for the CammsCompliance module through collaborative reviews of the system and data contained within.

ADMINISTERING OF MWPA'S INCIDENT REGISTERS	<ul style="list-style-type: none"> ▪ Collaborate with MWPA's Work Health and Safety Team in the review of MWPA's 'Incident and Near 'Misses', 'Hazards' and 'Observations' Registers in order to: <ul style="list-style-type: none"> ○ establish and maintain a standard of quality for the information placed within the tool; and ○ ensure the timely close out of actions assigned to recorded 'incidents and Near Misses', identified 'Hazards' and 'Observations'. ▪ Prepare compliance information and data for inclusion within Quality and/or Work Health and Safety Information Papers.
COMMUNICATION	<ul style="list-style-type: none"> ▪ Building Professional Relationships. ▪ Internal and External Communications. ▪ High Level Service and Support.
ADMINISTRATION	<ul style="list-style-type: none"> ▪ Procurement of Goods and Services. ▪ Record Keeping and System Administration. ▪ Reporting and Auditing.
COMPLIANCE	<ul style="list-style-type: none"> ▪ Abide by MWPA Policy, Procedure and Relevant Legislation.

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Experience working with a varied range of stakeholders.
- Experience in compliance administration and monitoring.

DESIRABLE

- Knowledge of, and experience in, undertaking compliance audits.
- The collection and analysis of data for inclusion into compliance reports.

COMPETENCIES AND EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- A knowledge of compliance management.
- Experience in engaging and communication with a varied range of internal stakeholders.
- Attention to detail

DESIRABLE

- An understanding of the application of Compliance Principles.
- Experience interpreting State and Federal legislation and its application.
- Knowledge of, and experience in the application of Work Health and Safety principals regarding Incident, Near Miss, Hazard, and Observation Reporting.
- Administering compliance management systems.
- An understanding of ISO Certifications and their applications.

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE