

GOVERNANCE AND COMPLIANCE OFFICER

DATE: 28/08/2023
BASIS OF EMPLOYMENT: Ongoing and Full-Time
REPORTS TO: Chief Financial Officer
DIRECT REPORTS: N/A

ABOUT US

Steeped in history and hosting over 90 events for over 400,000 people each year, Kardinia Park is an icon of the Geelong region.

GMHBA Stadium is now a true multipurpose venue that is utilised all year round. As well as being the home of the Geelong Cats, we host A-League Soccer, Big Bash Cricket, NRL, local football finals and community events such as carols, Movie Night and the Festival of Sport. As a Victoria Government statutory authority, the Kardinia Park Stadium Trust has an over-arching objective of contributing to the economic, community, and liveability benefits to Geelong, that arise from the use of the stadium. We work hand in hand with City of Greater Geelong Council, who manage the park land daily, and on major event days we take control of the precinct. The Geelong Football Club is our major tenant, and we have several tenants working out of Sports House such as Barwon Sports Academy, Leisure Networks, Basketball Victoria (Country) and Western United.

Our Corporate Services team are the enablers of our business. Providing the platforms for efficient business operations and support in governance and compliance. Our people, being our greatest asset, think big and work hard to ensure we maximize the return on the State Government's investments. We do this through our values of courage, accountability, integrity, equity, care, and collaboration. Our people's culture supports innovation and growth, celebrates success, and eliminates exclusion. We provide exceptional customer service, create strong partnerships, and attract exciting events to the stadium.

Be it entertainment, community or elite sport, work or play, we are the home of inclusive experiences and Australia's Best Regional Stadium.

OUR VALUES

Integrity:	Be authentic and have best intentions for the Trust.
Courage:	Be bold, be yourself and have the courage to give and receive feedback.
Care:	Show compassion and be aware of your impact down the line.
Collaboration:	Seek diverse input to reach the common goal.
Accountability:	Own your process and stand by your outcome.
Equity:	Learn and understand from each other and create opportunities.
Excellence:	Strive for and celebrate excellence in our business.

OUR BENEFITS

Free and confidential Employee Assistance Program; Mental Health Program; Reward and Recognition Programs; Professional Development, Flexible Working Arrangements; Inclusion and Diversity; High Performing Organisation; Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>

ABOUT THE ROLE

Reporting to the Chief Financial Officer (CFO), this position occupies a key role in the governance and administration of the Trust. The role will provide general advice on compliance obligations, support the roll-out training, conduct ongoing compliance assurance reviews, ensure timely review and update of operational policies in accordance with guidance from the State Government and its departments, maintain and coordinate the risk management and integrity framework, and coordinate the compliance processes by timely completion of attestations and reporting to Trust and its subcommittees, Department of Jobs, Skills, Industry & Regions (DJSIR) and Department of Treasury & Finance (DTF), and other bodies as required. The Trust's operations are carried out under a specific Act as well as legislation that is generally applicable to commercial operations.

As the successful candidate you will have some demonstrated experience in a similar role, having previously contributed to the coordination of compliance and governance matters. You will be highly organised, have good interpersonal and communication skills, be flexible and adaptable with high attention to detail and capacity to meet deadlines to deliver quality outcomes. In addition, you will have established people skills and reasonable analytical, and problem-solving skills.

POSITION RESPONSIBILITIES

Policies and Procedures

- Assist with drafting, reviewing, and updating policies and procedures relating to a range of applicable compliance frameworks and guidelines in a timely manner for approval by relevant department owners.
- Liaise with relevant managers and coordinators to discuss policy requirements.
- Provide general advice and recommendations to the CFO on legislative requirements relating to policies for review, and on best policy practices.
- Administer the policy register that reports the progress of policies review and/or provide reports for the Finance Audit and Risk Committee on a quarterly basis, highlighting policies due for review and/ or update in the next quarter.
- Support the management of the Procurement policies and procedures in the business and educate staff on their application.
- Coordinate the organisation-wide register of policies and procedures in line with government and internal expectations.
- Coordinate the process of ensuring that approved policies are properly launched within the business and made available to the employees by timely uploading onto the organisation's digital collaborative portal (employee intranet / SharePoint).
- Organise and coordinate workshops and training sessions to ensure policies are effectively rolled out with appropriate processes and forms in place.

Risk Management Framework

- Maintain the Trust's Risk Management Framework consistent with AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.
- Actively support the annual Internal Audit program and assist in the program's content drawing upon knowledge from the enterprise risk management register.
- Administer the Enterprise Risk Register, ensuring its content is up to date, and assist in the coordination of the organising of annual risk workshop for management, creating risk management reports.
- Coordinate the assurance management process that is linked to the enterprise risk register.
- Coordinate and arrange all insurances with VMIA, unless exempted by the responsible Minister or where VMIA cannot offer insurance for a specific risk.
- Maintain a register of all insurances, indemnities, and insurance claims – maintaining records for claim progress highlighting to the CFO which are processed, under progress or under deductible claims for self-managed claims.

Compliance & Attestations

- Work with the CFO to ensure timely submission of compliance attestations under Minister's Standing Directions and applicable frameworks including but not limited to Asset Management Accountability Framework (AMAF), Victorian Government Risk Management Framework (VGRMF), Victorian Protective Data Security Framework (VPDSF) and Social Procurement Framework.
- Administer and coordinate the Corrective Action Plans and Attestation process for relevant frameworks timely highlighting any deficiency to CFO.
- Liaise with internal auditors to plan and support internal audit plans and assist CFO to implement the internal audit recommendations.
- Assist assigned external audit process where needed.
- Maintaining networks across the organisation to raise the profile of regulatory compliance.



Corporate Support

- Make recommendations to CFO, Department Managers, and the Executive Manager, People and Culture on training opportunities to be considered and included in the organisation-wide training program, calendar, and budget. Assist with implementation and/or delivery of training as required.
- Attend meetings with the ELT, Finance Audit & Risk Subcommittee on request, and actively participate in other nominated steering committees and take minutes as required.
- Build and maintain strong working relationships across the sector, representing the Trust at appropriate DJSIR / DTF Forums.
- Participate in the preparation of the Trust's Corporate Plan and Business plans.
- Assist the CFO in the research, design, planning and implementation of projects as required.
- Assist the CFO in a range of administrative duties as required and directed.

People and teams

- Be an active part of the Corporate Services team, including attending all team meetings and training.
- Support the Executive Leadership Team (ELT) to ensure compliance and best practice in Governance frameworks.
- Maintain cooperative, effective, and positive working relationships across the Trust.
- Act within and display the Trust's organisational values.

OHS RESPONSIBILITIES

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

In addition to the above, this role will include other duties, tasks, and responsibilities, as identified, and requested by the CFO, commensurate within the scope of the role.

SUCCESS PROFILE

Our ideal candidate would be able to demonstrate the following criteria. There is no need for candidates to address each criterion.

Qualifications, Skills and Experience

- Graduate qualifications in Commerce, Law, Policy, Risk and Compliance or other related discipline with a few years of experience in the relevant fields.
- Knowledge, understanding and ability to interpret applicable policy, procedures, legislation, regulations, standards, and guidelines.
- Proficient in use of using Cloud-based software such as Microsoft office applications including but not limited to Excel Word, PowerPoint, Teams, SharePoint, and Outlook.
- Experience in providing confidential and comprehensive administrative support within the team and to senior staff, preferred.
- Ability to problem solve and gain co-operation, assistance, and the trust of others in delivering good customer service.
- Ability to use initiative, judgement, and independence to demonstrate self-sufficiency, flexibility, and confidentiality.
- Highly developed communication and writing skills to effectively compile complex documents and minute taking to a quality compliance standard.
- Highly developed organisational and time management skills with experience in meeting deadlines, high attention to detail and dealing with varied demands.
- Ability to adapt to a changing work environment due to technological development, changes in work procedures and organisational change.
- Ability to work as an effective team member and solve problems and conflict with others.
- Ability to demonstrate behaviours consistent with the Trust's corporate values.

Special Requirements

PD – Governance and Compliance Officer

- Working with Children check
- Satisfactory Police Check may be required

REPORTING RELATIONSHIPS

Functional Reporting:

- Chief Financial Officer

LOCATION

This position will be based at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required or allowed as per Trust policies.

OTHER RELEVANT INFORMATION

- The position may be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check may be required throughout your employment with the Trust;
- Due to the nature of the role and the industry, after-hours work including evenings and weekends will be required.
- This role will be required to participate in face-to-face onsite planning and collaboration with other roles across the organisation.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Immediate Manager:	Chief Financial Officer
Position:	Governance and Compliance Officer
PD Approval Date:	28 August 2023

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers licence status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role.

Employee Name:

Position Title:

Signature:

Date Signed:

Privacy Statement

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes



Child Safe Statement

Kardinia Park Stadium Trust is strongly committed to the safety and well-being of all children within our venue. We create and maintain a child safe environment. The welfare of children is a top priority, and we have zero tolerance for child abuse.

Pre-Employment Screening Statement

Please note successful applicants will be required to undertake a pre-employment screening. This includes but not limited to a national police check and working with children check. Kardinia Park Stadium Trust may withdraw an employment offer in the event of an unsatisfactory screening result.

Diversity and Inclusion Statement

Kardinia Park Stadium Trust is an equal opportunity employer and encourages individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.

