

Senior Compliance and Assurance Advisor

Leadership position detail

Reports to	Risk & Compliance Lead
Leadership classification	ASA 7B
Group	Governance, Risk & Compliance & Audit
Location	BNE / CBR / MEL / SYD
Reports – Direct Total	0

Organisational Environment

Airservices Australia is a government-owned organisation responsible for the safe and efficient management of 11 % of the world's airspace and provision of aviation rescue fire fighting services at Australia's busiest airports.

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country – from bustling cities to regional and remote locations, including an island. This team keep Australia's aviation industry safe every day of the year, both in the air and on the ground.

We connect people with their world safely – linking family and friends, generating economic activity, creating jobs, and facilitating trade and tourism.

Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry.

Primary Purpose of Position

As the **Senior Compliance & Assurance Advisor** you are empowered to deliver on Compliance and Assurance programs independently. You are a primary support to the Risk and Compliance Lead to deliver on the Compliance and Assurance program of work,

The role also continues the organisation uplift initiated under the Enterprise Risk Management Refresh, which is a risk and compliance transformation program aimed at continuing improvement of risk and compliance maturity across the organisation.

Accountabilities and Responsibilities

Position Specific

Support the Risk & Compliance Lead, working independently, to deliver GRC team outcomes, both day-to-day delivery of compliance and assurance related activity and longer term strategy aligned activity. This includes delivering on the following key activities through autonomous decision making with support rather than direction from the Risk & Compliance Lead,

- Working across the organisation enhance and simplify the approach to managing Compliance and performing Assurance activities.
- Lead/facilitate discussions, and reviews across the organisation to ensure consideration of the relevant compliance impact in decision making, aligning to organisational strategy.
- Lead/facilitate the development of the Obligations Register across the organisation and drive end to end accountability for those obligations.
- Develop and perform the assurance program for GRC owned frameworks and support the development of a cohesive and risk-based assurance program across the organisation.
- Through collaboration, drive uplift of compliance capability and culture across the organisation, including developing and delivering targeted compliance training packages.
- Contribute to the preparation of reporting, collaborating across the organisation, to the Executives and Board Audit and Risk Committee (BARC) to provide information on the compliance issues and incidents of the organisation and insight into how the organisation is managing its compliance obligations.
- Be the subject matter expert for the ServiceNow Compliance module and support the business in using the module. Also contribute to the strategic directional planning for GRC Risk, Compliance and Assurance linkages with ServiceNow and support the efficient deployment of ServiceNow.
- Actively pursue continuous improvement of internal processes and work collaboratively with the wider GRC team to identify synergies and efficiencies.

People

- Maintain an effective working relationship with other Airservices staff to ensure there is effective coordination of all activities.
- Develop and maintain influential relationships with Executives and senior leaders (including framework custodians and administrators) to embed good Compliance management and Assurance practices into their functions.
- Drive effective collaboration and coordination of Compliance and Assurance activities in support of organisational objectives.
- Be part of a high-performance GRC team and work as one team.

Compliance, Systems and Reporting

- Be an integral to support GRC deliver the team's strategic objectives.
- Drive the implementation of ServiceNow and other GRC solutions to better monitor and manage compliance and assurance across Airservices.
- Deliver on time high quality reports.

Safety

- Demonstrate safety behaviours and leadership consistent with enterprise strategies.

Key Performance Indicators

Efficient, Effective and Accountable

- Meet agreed timeframes and deliver value through quality outcomes.

Commercial

- Focus on service innovation, continuous improvement, and smart ways of working.

Safety

- Compliance with safety, risk, environmental and any other standards.

Key Relationships

- Head of GRC & Audit
- Risk & Compliance Lead
- Executive Team
- Risk leads/Framework owners and Obligation owners.
- GRC Champions
- Assurance teams

Skills, Competencies and Qualifications

Technical Capabilities and Experience

- At least seven years of demonstrated experience and deep technical expertise in the application of compliance management concepts, practices, and frameworks. For example: ISO 37301:2021 - Compliance management systems, Australian Standard on Compliance Programs (AS 3806-2006).
- Highly developed influencing and liaison skills across a diverse range of stakeholders.
- Highly effective oral and written communication and presentation skills.
- Demonstrated experience in data analytics and dashboard reporting.
- High level problem solving, analytical and reporting skills
- Demonstrated experience in utilising technology and systems to achieve work objectives.
- Demonstrated ability to handle multiple tasks, set and review priorities, meet deadlines and work effectively while remaining flexible to changing circumstances and priorities.

Qualifications (Preferred)

- Appropriate tertiary qualification. For example: degree or diploma in law, risk management, business, commerce, management, or other relevant field.
- Appropriate compliance-related professional certification and/or membership of compliance related professional body.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect, and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential, or perceived conflict of interest
- Behaving in a way that upholds our vision, mission, and values, and promotes the good reputation of Airservices.