

POSITION DESCRIPTION

Legal Compliance and Governance Manager

Primary Objectives

Reporting to the General Manager Corporate Services this role will manage the legal compliance and corporate governance functions of Ports North

Organisational Environment

Ports North is a company Queensland Government Owned Corporation responsible for the development and management of the declared Ports of Cairns, Cape Flattery, Karumba, Mourilyan, Skardon River, Quintell Beach, Thursday Island, Burketown and Cooktown.

Ports North's operations and facilities are vital to the economic development of the regional centres they service and the State's tourism and export performance. The ports handle bulk shipments of sugar, molasses, silica sands, zinc, fuel, fertilisers, log products, minerals, livestock and general cargo.

Ports North also have extensive marina and tourism facilities, particularly in Cairns, as well as extensive strategic land holdings and commercial assets across its ports.

Key challenges for this position include:

- Managing the frameworks required for the company to achieve and maintain superior performance in its legal/ statutory compliance, risk management and corporate governance.
- Implementing and managing strategies to ensure efficient and effective legal, compliance and corporate governance processes and procedures are in place.
- Building effective relationships with key business managers to ensure that all required compliance obligations are being met.

Key Accountabilities

- Develop, implement and manage strategies, processes and procedures to deliver effective legal and statutory compliance and corporate governance in support of the organisation's obligations and requirements.
- Manage government reporting requirements ensuring compliance with relevant legislation, regulation and government policies
- Co-ordinate the development and review of corporate policies across the organisation including management of the Policy Review and Development Framework and development of required policies for area of responsibility

- Manage the Integrated Development Assessment (IDAS) and Statutory Land Use Planning functions, including undertaking the Assessment Management function for the company in line with regulatory requirements.
- Undertake company secretarial duties as required, including ASIC compliance management.
- Coordinate Ports North's insurance program including claims management and annual review and renewal
- Co-ordinate the implementation of Ports North's Risk Management Framework across the organization including the maintenance of the risk register and risk treatment plans
- Develop and maintain positive relationships with key stakeholders, government departments, business interests and community groups that promote the growth of business
- Promote safety and maintain a safe working environment in accordance with the Safety Policies
- Promote environmental awareness and ensure environmental risks are identified, minimised and operations are undertaken in accordance with Environmental Policies

Key Relationships

Management team, customers and stakeholders, consultants and contractors, government departments and regulatory bodies

Knowledge, Skills and Abilities

- Legal practitioner with 5+ years experience
- Experience in governance, risk, compliance or policy management would be an advantage
- Proven experience in drafting legal documents, statutory interpretation and compliance management.
- High level interpersonal and communication skills with a demonstrated ability to establish and maintain effective relationships at all levels of the business
- Excellent oral and written communication skills to prepare and present reports and submissions
- Working knowledge of safe working practices, statutory regulations and workplace health and safety requirements