

ADVISOR – COMPLIANCE AND INTEGRITY

Position Level: 5

Location: Perth

Effective date: July 2026

Responsibilities

The Advisor – Compliance and Integrity is responsible for providing independent enterprise-wide support for compliance and integrity activities, including monitoring, reporting, policy development and assurance. The role is the subject matter expert for compliance and integrity and supports the implementation and continuous improvement of the Enterprise Compliance Framework, ensuring consistent and effective application across Pilbara Ports.

Reporting

The Advisor – Compliance and Integrity reports to the Manager – Compliance and Integrity.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Compliance Obligations Management:	• Administer and maintain the compliance obligations register. • Partner with key stakeholders to identify and assessing compliance obligations and determining appropriate compliance controls. • Ensure alignment with Enterprise Compliance Framework. • Track and report compliance performance.
4. Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements (including: Security of Critical Infrastructure (SOCi) Act 2018 and WA Government Countering Foreign Interference (CFI) Framework). • Comply with and demonstrate a positive commitment to organisational processes and quality Management Systems including Environment, Safety and Information Security.
5. Monitoring and Assurance:	• Deliver enterprise-wide compliance assurance activities and provide recommendations for continuous improvement and increased effectiveness of compliance controls. • Undertake control testing and identify risks. • Track remediation actions.
6. Integrity Program Delivery:	• Administer integrity systems and registers (e.g. conflicts of interest, disclosures). • Support implementation of integrity initiatives and training. • Monitor adherence to Code of Conduct requirements.

7. Reporting & Insights:	• Prepare high-quality compliance and integrity reporting for Executive and governance forums. • Analyse trends, incidents and emerging risks. • Support development of dashboards and performance indicators.
8. Investigations Support:	• Support investigations into compliance breaches or misconduct. • Ensure appropriate documentation, evidence handling and record-keeping. • Track outcomes and follow-up actions.
9. Policy and Continuous Improvement:	• Assist in development and review of compliance policies and procedures. • Support continuous improvement of frameworks, tools and processes.
10. Other duties:	• Undertake other duties as required by the Manager – Compliance and Integrity.

Selection Criteria Personal

Qualifications:

- Tertiary qualification in governance, risk, audit, law or related discipline.
- At least 5 years' experience in compliance, risk or governance roles.
- Experience in a regulated or government environment preferred.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Resilience and adaptability with a solution and outcome focus for the organisation.
- Ability to work autonomously while building trust and productive relationships across teams.
- High attention to detail and accuracy.
- Strong written and verbal communication skills.
- Professional judgement and discretion.

Work Related Requirements:

- Demonstrated experience in compliance, governance, risk, audit, or integrity-related functions.
- Strong understanding of compliance and governance processes, legislative obligations, and assurance processes.
- Experience developing and maintaining policies, procedures, compliance registers, and governance documentation.
- Strong analytical skills with the ability to identify risks, trends, assess controls, and provide meaningful insights and recommendations.
- Proven experience in reporting and policy development with the ability to build effective working relationships with stakeholders across all levels of an organisation.

Sound computing skills, the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.