



Position Details

Position title:	Compliance Lead
Award Classification:	Band 7
Department:	Governance and Performance
Division:	Governance and Performance
Date Approved:	March 2026
Approved By:	GM Governance and Performance

Organisational Relationships:

Reports To:	Head of Risk and Assurance
Supervises:	N/A
Internal Stakeholders:	Council staff, managers, Executive Leadership Team, Audit and Risk Committee, Compliance Network.
External Stakeholders:	Victorian Auditor General's Office, Internal / External Auditors, Government representatives, Statutory Authorities,

Position Objectives

The Compliance Lead is responsible for designing, implementing, and continuously improving Council's compliance management framework, ensuring that Council meets its legislative, regulatory, policy, and contractual obligations. The role leads the uplift of compliance systems and processes using the Microsoft 365 environment (Lists, SharePoint, Teams, Power BI, and Copilot).

This role provides proactive compliance leadership, drives accountability across the organisation, coordinates the enterprise-wide Compliance Network, supports assurance activities, and produces high-quality reporting for the Executive Leadership Team and the Audit & Risk Committee.



Key Responsibilities and Duties

Compliance Framework & Registers

- Lead the development, implementation, and continual improvement of Council's Compliance Management Framework.
- Govern and maintain the enterprise Compliance Obligations Register, ensuring obligations are assigned to accountable owners and supported by defined controls and evidence requirements.
- Conduct ongoing horizon scanning for legislative, regulatory, policy and standards changes; ensure timely updates to obligations and communication to stakeholders.

Monitoring, Reporting & Assurance

- Coordinate Council's compliance attestation cycle, ensuring consistency, evidence quality and timely action closure.
- Identify, analyse, and report on compliance gaps, emerging issues, and trends.
- Prepare compliance reporting for SRIA, ARCo, ELT, and Council.

Incident, Breach & Regulatory Management

- Coordinate the management of compliance breaches and reportable incidents.
- Support regulatory notifications and engagements where required.
- Ensure lessons learned from incidents are embedded into improved controls and processes.

Policy & Governance Support

- Provide compliance and legislative input to the development and review of Council policies to support alignment with legislative and regulatory obligations.
- Provide advice to the business on compliance requirements and governance obligations, including how policies, procedures, and controls can be implemented in practice.

Culture & Capability

- Lead the Compliance Network, fostering collaboration and consistent practices across high-risk domains (e.g., Children's Services, Finance, OHS, Procurement & Contracts, Facilities, ICT Security/Privacy, Project Delivery, and City Operations and Maintenance).
- Champion a strong culture of accountability, transparency, and compliance maturity across the organisation.
- Deliver compliance training, guidance, and tools.
- Support business owners to understand and manage their compliance responsibilities.

Crisis and Emergency Management



- Support the implementation of the Crisis Management Framework including support for, business continuity, municipal emergency management, municipal recovery as required.
- Act as a Deputy Warden, Warden, or First Aid Officer (training provided).

Accountability and Extent of Authority

- Acts as the enterprise compliance systems owner, with authority to design, implement and govern system structures, workflows and processes.
- Act as a trusted enterprise advisor on compliance and governance matters, providing clear and practical guidance to the organisation.
- Prepare and coordinate compliance-related reports and briefings for the Executive Leadership Team, Strategic Risk & Internal Audit Committee (SRIA), and Audit & Risk Committee (ARCo).
- Support regulatory reviews, audits and assurance activities in accordance with Council policies, delegations and established governance frameworks.

Judgement and Decision Making

- Apply sound professional judgement to complex and evolving compliance issues, appropriately prioritising compliance risks and escalating matters in line with Council's governance and reporting expectations.
- Support informed decision-making through clear, evidence-based analysis, options and advice.

Specialist Skills and Knowledge

- Strong knowledge of compliance management frameworks, governance practices, and public sector regulatory environments.
- Experience implementing and improving enterprise compliance systems, legislative obligations registers, monitoring processes, and compliance reporting.
- High-level analytical, data interpretation, and reporting skills.
- High proficiency in the Microsoft 365, with the ability to effectively use governance, risk and compliance (GRC) systems and digital tools to support compliance oversight and assurance activities.

Management Skills

- Ability to lead and coordinate enterprise-wide compliance initiatives through collaboration, influence, and effective stakeholder engagement.
- Strong planning, prioritisation, and organisational skills to manage multiple compliance priorities within a complex and evolving regulatory environment.



Interpersonal Skills

- High-level written and verbal communication skills, with the ability to convey complex compliance and governance concepts clearly.
- Ability to build trusted and productive relationships across all levels of the organisation.
- Ability to work effectively both autonomously and collaboratively as part of a multidisciplinary assurance team.

Qualifications and Experience

- Tertiary qualification in compliance, governance, law, public administration, or a related discipline.
- Demonstrated experience in compliance, governance, or assurance roles within complex, regulated, or public sector environments.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.



Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

1. Enterprise compliance framework expertise

Demonstrated experience in designing, implementing, and enhancing enterprise-wide compliance frameworks and obligations management systems within a complex or highly regulated organisation, with a clear focus on embedding compliance into business-as-usual operations and supporting effective governance oversight.

2. Translation of obligations into practical, risk-based controls

Proven ability to interpret legislation, regulations, policies and recognised standards, and translate compliance obligations into practical, risk-based guidance, frameworks, training and tools that are proportionate, fit-for-purpose and aligned with operational realities.

3. Compliance oversight, monitoring, and assurance

Demonstrated experience supporting enterprise-wide compliance oversight, including the development and maintenance of compliance registers, coordination of attestations, preparation of compliance reporting, management of breaches and incidents, and contribution to monitoring, review and assurance activities.

4. Governance reporting and analytical capability

Highly developed analytical, written and verbal communication skills, with the ability to prepare clear, concise and well-structured reports, briefings and advice for senior leaders and governance forums, including Audit and Risk Committees or equivalent.

5. Stakeholder engagement and influence



Strong stakeholder engagement and influencing skills, with a demonstrated ability to work collaboratively across diverse business areas, build constructive relationships, and uplift organisational compliance capability through consistent and sustainable practices

6. Systems proficiency and digital capability

Demonstrated ability to use digital systems to support risk and compliance management, action tracking, evidence control, assurance, and executive reporting. Experience in the effective use of Microsoft 365 tools including Copilot, Microsoft Lists, SharePoint, and Power BI is desirable; a strong capacity to learn and confidently apply new systems and technologies is essential.

7. Qualifications and professional capability

Relevant tertiary qualifications in law, governance, risk management, compliance, public administration or a related discipline, and/or demonstrated equivalent professional experience in a compliance or governance role within a complex organisation. Professional certifications or postgraduate qualifications in compliance, governance, risk or audit will be well regarded.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.