

## Senior Compliance Officer

October 2024

<b>Reporting Relationship and Location</b>	
<b>Reports to:</b>	Compliance and Assurance Manager
<b>Team   Business Unit:</b>	Risk, Compliance and Assurance   Safety & Risk
<b>Purpose</b>	
<p>The purpose of this role is to deliver effective management of Auckland Airport’s fire portfolio as part of an enterprise-wide compliance program. This is an operational and technical leadership opportunity to build and enhance overall fire safety compliance line 2 of defence capability of Auckland Airport.</p> <p>The Senior Compliance Officer – Fire will have expert knowledge of NZ fire compliance and legislative requirements, e.g. Fire and Emergency NZ Act 2017, Fire and Emergency NZ Regulations 2018, and Auckland Council Fire Protection Guide, in order to ensure that Auckland Airport meets its regulatory obligations. They will also act as the business expert for fire compliance and is responsible for driving both the high-level strategic direction and the underlying implementation plans. This requires significant leadership and influencing skills across all levels of the organisation, and with external groups. The position is responsible for educating all levels of the business of fire compliance requirements.</p> <p>As well as maintaining expert knowledge of regulation, the position is also the owner of key operational fire evacuation schemes and is expected to work with all business areas to ensure fire evacuations trials, fire safety audits and associated corrective actions and all changes to the schemes are compliant and being kept up to date as required.</p> <p>The role will also assist with advising on the management of key risks arising from the area of operational fire compliance and ensure that they are tracked and monitored in the business’s risk and compliance management tool (Risk Manager).</p> <p>The Senior Compliance Officer -Fire must work with others to ensure that Auckland Airport’s policies, processes, procedures, manuals and reporting systems are kept up to date with regulatory change. The ability to balance several work-streams and influence the actions of others across departments and other organisations is critical.</p>	
<b>Key Accountabilities</b>	
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Develop and manage the compliance and assurance matrix for the statutory framework of the relevant legislation relating to the fire portfolio.</li> <li>Fire design and review support for projects upon capacity allowance and business requirement</li> <li>Owner of the International Terminal Building and Domestic Terminal Building Fire Strategy</li> <li>Primary contact with FENZ to ensure that we are compliant with local regulations and emergency evacuation and response procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and are the owner of the key operational evacuation schemes to ensure we comply with regulations and evacuations are optimised for occupant safety.</li> <li>• Manage 5 yearly reviews of Section 112 of the building code.</li> <li>• Member of the fire working group and contribute to the fire governance group</li> <li>• Support the Building Compliance Manager with fire related BWOFF compliance and work with the related fire reliability engineers on key operational fire compliance issues</li> <li>• Owner of the Fire Reporting Dashboard that forms the monthly compliance and assurance dashboard</li> <li>• Contribute to the review of fire related Litmos online training modules and relevant operational documents.</li> <li>• Act as a subject matter expert to educate the business in legislative requirements and to provide thought leadership in influencing regulatory outcomes. This includes supporting the development of documentation and processes needed to demonstrate how AIAL is meeting regulatory requirements.</li> <li>• Identify strategic opportunities and give advice to the Compliance and Assurance Manager</li> <li>• Manage the implementation of relevant new regulations, ensuring that documentation and processes are updated and communicated to the business.</li> <li>• Develop and maintain an annual compliance monitoring plan to ensure procedures are compliant with all current legislation, SOPs etc</li> <li>• Ensure that incidents and near misses relating to your portfolio are investigated, followed up, corrective actions identified and matters closed out in Risk Manager.</li> <li>• Maintain effective working relationships across the company and with relevant external groups, contractors and airport stakeholders and chair relevant forum meetings.</li> </ul>
<p><b>Health, Safety and Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Role model Auckland Airport's commitment to "People First" Health, Safety &amp; Wellbeing approach</li> <li>• Lead by example, demonstrating and communicating visibly safe work.</li> <li>• Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement.</li> <li>• Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.</li> <li>• Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.</li> </ul>
<p><b>Financial Responsibilities and Authorities</b></p>	
<p><b>Capital Expenditure</b></p>	<p><b>Operating Expenditure</b></p>

Staff Designation	Maximum Financial Authority	Staff Designation	Maximum Financial Authority
Administration	\$5,000	Administration	\$5,000

  

### Financial Authority

- Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader.

  

### Structure Chart

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    CAM[Compliance and Assurance Manager] --> SCO[Senior Compliance Officer (2)]
    CAM --> CO[Compliance Officer]
    CAM --> SCCC[Safety, Risk and Compliance Coordinator (2)]
  
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### Key Challenges

- Keeping up to date with regulative changes and drive the business compliance culture changes.
- Work with different business units and stakeholders and be comfortable to challenge different viewpoints when it comes to compliance issues

  

### Key Relationships

Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> <li>Must be able to work across all internal departments, communicating and educating all levels of staff, from Directors and Leadership Team to new recruits in Operations.</li> <li>Leadership Team members</li> <li>Business unit senior managers</li> <li>Line managers and employees</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out role requirements</li> </ul>
External	Purpose of contact with this person/s

<ul style="list-style-type: none"> <li>• Must be able to work with numerous external agencies, including but not limited to FENZ, Crossfire, Argus, Beca</li> <li>• CAA and other central government agencies (MPI, Customs, Civil Defence, Public Health)</li> <li>• Consultants and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out role requirements</li> </ul>
<b>Person Specification</b>	
<b>Qualifications (or equivalent level of learning)</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Degree in engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist aviation qualification</li> </ul>
<b>Knowledge / Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• 5+ years experience in Fire &amp; Emergency Scheme Applications</li> <li>• Experience with the building code from a fire compliance perspective. <ul style="list-style-type: none"> <li>• Excellent research skills</li> <li>• Working knowledge of software systems such as Microsoft Office suite and Teams.</li> <li>• Advanced knowledge of Microsoft applications.</li> <li>• Working knowledge of regulatory frameworks.</li> <li>• Interest in aviation</li> <li>• Well-developed skills as a team contributor, with demonstrated ability to collaborate effectively across functional lines.</li> <li>• Sound business writing and verbal communication skills, including well-developed presentation skills.</li> <li>• Excellent relationship-building skills at all levels of the organization.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of CAA rules, specifically CAA Part 139 and Part 100</li> <li>• Experience or knowledge in Quality Assurance and auditing</li> <li>• Experience using proprietary tools (eg, risk management tools, audit tools, fault management systems)</li> <li>• Experience working in an airport environment.</li> <li>• Advanced level knowledge of Microsoft applications</li> <li>• An understanding of the operations of government agencies.</li> </ul>

<ul style="list-style-type: none"> <li>Ability to think strategically and cope with business complexity.</li> </ul>	
<b>Key Skills / Attributes / Job Specific Competencies</b>	
<b>Level</b>	<b>Skill / Attribute / Competency</b>
Advanced  Advanced	<ul style="list-style-type: none"> <li>Expert knowledge of Fire and Emergency New Zealand Act and Regulations</li> <li>Working knowledge of fire safety design standards and can work with operational challenges</li> </ul>
<b>Values</b>	
<p><b>Whiria te tangata.</b> Our values weave us together. They're what we stand for, who we are and how we think, feel and act.</p>	
 <b>All in</b> Tātou tātou	<ul style="list-style-type: none"> <li>People first</li> <li>Seek understanding</li> <li>Acknowledge others</li> <li>Empathise and support</li> <li>Diverse &amp; inclusive</li> </ul>
 <b>Know How</b> Kōkiri Tahi	<ul style="list-style-type: none"> <li>Explore and solve together</li> <li>Curious and open</li> <li>Bring your voice &amp; share your skills</li> <li>Unite and collaborate</li> <li>Right people in the room</li> </ul>
 <b>Let's Go</b> Karawhiua	<ul style="list-style-type: none"> <li>Challenge yourself</li> <li>Take pride</li> <li>Act with intent and integrity</li> <li>Keep your word</li> <li>Deliver excellence</li> </ul>
<b>Changes to Position Description</b>	
<p>From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport's work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required.</p>	
<b>Sign-Off</b>	
<b>Job-Holder</b>	<b>People Leader</b>

Print Name: _____	Print Name: _____
Sign: _____	Sign: _____

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