

# Position Description

## Facilities Compliance Advisor

### Supply Chain

### Finance and Regulation

#### Objectives

- Support the development, implement, and continuous improvement of business processes that support compliance with critical infrastructure security obligations, facilities, substation and data centre maintenance.
- Undertake the mapping, documentation, and lifecycle management of business processes across critical asset environments, ensuring audit readiness and operational efficiency.
- Assist with organisational understanding and consistent application of critical infrastructure security, facilities, substation and data centre processes through effective stakeholder engagement, training, and communication.
- Support regulatory reporting, compliance activities, and governance frameworks through accurate data, documentation, and process alignment.

#### Role Specific Accountabilities

- Undertake the development, documentation, and continuous improvement of business processes aligned to critical infrastructure security obligations and organisational requirements.
- Develop and maintain a comprehensive suite of process documentation including standard operating procedures (SOPs), work instructions, decision trees, RACI matrices, and quick reference guides for facilities management, data centre operations, and substation maintenance activities.
- Conduct current and future state process mapping across facilities, data centres, and substation environments, identifying gaps, inefficiencies, and improvement opportunities.
- Maintain a centralised process and documentation framework, ensuring accessibility, consistency, and ongoing maintenance of process artefacts.
- Engage with stakeholders across operational teams to socialise processes, gather input, and support adoption.
- Support the design of training materials and programs to embed processes and ensure consistent understanding and application across the organisation.
- Ensuring that all process documentation and associated records are organised and maintained in a manner that enables rapid retrieval and presentation of evidence during internal audits, regulatory inspections, or due diligence activities — including maintenance logs, inspection records, change histories, and training registers for facilities, data centres, and substations.
- Monitor process adoption and performance, and provide data to Leader to identifying barriers to compliance and recommending improvements.

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|                               | <ul style="list-style-type: none"> <li>• Support annual regulatory reporting activities, including data collection, validation, and submission in line with legislative requirements.</li> <li>• Maintain awareness of changes to relevant legislation, standards, and industry practices, translating these into actionable process updates.</li> <li>• Prepare reports, data, and documentation to support governance forums, audits, and regulatory engagement.</li> <li>• Any other duty or task as reasonably and lawfully directed by TasNetworks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| To be successful in this role | <ul style="list-style-type: none"> <li>• Relevant qualifications in Business, Risk, Security, or a related discipline (desirable).</li> <li>• Demonstrated experience in a Business Analyst, process improvement, or governance role, ideally within a regulated or complex operational environment.</li> <li>• Strong understanding of process lifecycle management, continuous improvement methodologies, and documentation frameworks.</li> <li>• Working knowledge of Security of Critical Infrastructure legislation and associated regulatory frameworks, with the ability to interpret requirements and apply them to business processes and compliance activities.</li> <li>• Highly developed stakeholder engagement and facilitation skills, with the ability to build relationships across all levels of an organisation.</li> <li>• .</li> <li>• Strong analytical capability, with the ability to interpret information and translate it into practical, fit-for-purpose solutions.</li> <li>• High attention to detail and ability to produce accurate, structured documentation and reports.</li> <li>• Well-developed written and verbal communication skills, including the ability to present information clearly to diverse audiences.</li> <li>• Ability to demonstrate organisational core behaviours and perform the inherent requirements of the role.</li> </ul> |

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## Compliance Requirements

- A satisfactory National Police Record check to confirm eligibility for the role
- A 'critical worker' suitability assessment for the purposes of the *Security of Critical Infrastructure Act 2018* (Cth) (or any successor to that Act) and the *Security of Critical Infrastructure (Critical Infrastructure Risk Management Program) Rules 2023* (Cth) (or any successor to those Rules), comprised of:
  - a National Security Assessment by ASIO;
  - a Criminal History Check by ACIC; and
  - a Right to Work in Australia check;

Reports to:  
Facilities Leader

Direct reports:  
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Approved:  
August 2026

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