



ROLE TITLE: Compliance and Risk Manager
REPORTS TO: Chief Executive Officer

ROLE SUMMARY:

Carbon Sync is seeking a process and data-driven Compliance and Risk Manager (CRM) to coordinate our regulatory responsibilities in Western Australia as we grow our client base of WA farmers.

The CRM will be responsible for designing and operating workflow associated with initial registration of soil carbon projects as well as the ongoing project management, and reporting of each project. The CRM will manage third-party technology, auditing and field based contract service providers. The CRM will need to have experience with, and confidence in, assessing and operating data and technology platforms.

The successful candidate will have demonstrated high levels of attention to detail and patience with bureaucratic processes and procedures inherent in a Government designed and regulated scheme, and an understanding of regulatory and compliance requirements in a similar or related workplace setting.

PRINCIPAL DUTIES:

- Take responsibility for all design and operation of workflow associated with registering and monitoring soil carbon projects with the Clean Energy Regulator
- Ensure all project registrations are compliant with the *Carbon Farming Initiative Act 2011*
- Undertake due diligence on third party technology services, manage relationships with third-party technology service providers
- Procure and manage the services of soil sampling contractors and project auditors
- Establish and monitor quality control and quality assurance protocols to be adhered to by Carbon Sync staff and contractors
- Drive the development of and take responsibility for Carbon Sync's Risk Management Strategy, Plan and Processes
- Ensure compliance with Carbon Sync's operation of an Australian Financial Services licence (wholesale) and Carbon Code of Conduct
- Report on project performance and compliance in accordance with legislative requirements
- Identify opportunities within Carbon Sync projects to capture farm management and ecological data

- Work as part of a team throughout the value chain of the creation of carbon credits and ecosystems services products
- Manage multiple projects across multiple monitoring, reporting and validation standards

POSITION REQUIREMENTS:

This is a senior executive position that requires an executive who is a consummate professional and proven leader with a high intellect. Carbon Sync is in a start-up phase and the successful candidate will be building the organisation's compliance and risk capabilities from the ground up. As the organisation grows, the Compliance and Risk Manager will be required to recruit, develop and lead a team of compliance and risk professionals.

Our ideal candidate displays professional interpersonal and communication skills commensurate with a position at this senior level. He or she will be able to manage multiple competing priorities and projects, articulate ideas, influence people and eventually lead a high-performing team. The successful candidate will be a strategic thinker who can discern market trends and adjust plans to keep Carbon Sync at the leading edge of carbon farming. He or she must also have an exceptional level of attention to detail to ensure the effective registration of carbon farming projects in a highly regulated environment.

We are seeking a candidate who shares our values of integrity, teamwork, passion, excitement and energy.

The ideal candidate:

- Will have at least five years' experience delivering risk and compliance solutions in regulated environments (for example, in agriculture, mining, water or environment);
- Is tertiary qualified in agriculture, natural resource management, ecology, earth sciences, data science, risk management or a related, relevant field;
- Has experience with data management, storage, security, and analysis;
- Has experience with GIS mapping tools and project management software or strong aptitude to quickly learn new software programs;
- Has experience in telling stories with data; and
- Is able to demonstrate commercial acumen.

WORKING ENVIRONMENT:

The work of this role is performed in diverse environments: predominantly at the Carbon Sync office but also from home, on farm and occasionally at the airport or in a car. It will require occasional travel throughout regional Western Australia for onsite farm work as well as occasional travel around Australia for professional development

opportunities. The position requires wearing the branded Carbon Sync team uniform, moderate physical effort, moderate physical effort, handling of objects up to 10 Kilograms, and some standing and walking.

The above statements reflect the general details necessary to describe the principal functions of the position described and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.