

# POSITION DESCRIPTION



**Business Services**  
Chief Operating Officer Portfolio

## Risk and Compliance Advisor

<b>POSITION NUMBER</b>	0063622
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$106,432 - \$115,211 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Olivia Stocks <a href="mailto:olivia.stocks@unimelb.edu.au">olivia.stocks@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## **ACKNOWLEDGEMENT OF COUNTRY**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

### **BUSINESS SERVICES**

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University. The Planning and Assurance team works with the leadership team across these functions to ensure service delivery meets operational and strategic needs and that opportunities for improvement are prioritised and implemented. The team also support planning and governance for the portfolio and delivers people initiatives that make Business Services a dynamic and rewarding place to work.

### **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Risk and Compliance Advisor works collaboratively across Business Services shared services teams to develop a culture of risk awareness, uplifting the capability of operational teams to understand, track and manage their risks. This role works closely with the Risk and Compliance Lead to ensure the currency of relevant University Risk Register items and the timeline implementation of treatment plans. The Risk and Compliance Advisor supports the development and maintenance of policies, frameworks, tools, techniques and support for Business Services staff to manage their risks. This role is key in effectively communicating risk concepts to a range of stakeholders, with an adaptive approach to implementing risk practices.

Reporting line: Director, Planning and Assurance

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: Working within Business Services, liaising with key stakeholders in other professional areas

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Support the development of risk management strategies to identify, assess and mitigate risks across Business Services
- Support the implementation of risk management strategies to identify, assess and mitigate risks across Business Services
- Work with stakeholders across Business Services functions to assess compliance with regulatory requirements such as SOCI and DISP and technical standards such as PCI DSS

- Monitor compliance with and support updates to University policies for which the Executive Director, Business Services and Chief Information Officer is the Policy Steward, or has other specific responsibilities
- Conduct risk assessments to identify operational and divisional risks. This includes verifying compliance status, evaluating trends, and reviewing the effectiveness of internal controls to assess the likelihood and impact of identified risks.
- Prepare reports and presentations for senior stakeholders to effectively communicate risks and progress against treatment plans
- Support strategies that aim to foster a culture of sustained compliance and risk awareness among Business Services team members

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have: a degree in business, information technology, or an equivalent combination of relevant experience and education/training

#### Knowledge and skills:

2. Experience in end-to-end risk management and compliance roles, with a focus on IT and/or non-IT operational areas
3. Excellent analytical and problem-solving skills, underpinned by a curious mindset
4. Excellent communication skills, with a focus on building strong relationships across departments and operational disciplines
5. Experience working with metrics and data to prepare meaningful reports for an executive audience
6. The ability to work collaboratively and independently while managing multiple priorities
7. Ability to adapt risk management skills and practices to different contexts and operating environments