

Job Description – Manager Assurance Services

Position Details

Position Title:	Manager Assurance Services
Division/ Centre:	President Office
Department:	President Office
Campus Location:	Based in Saigon South campus but may be required to work at other campuses of the University
Job Grade/ Classification:	PSV8
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The purpose of this position is to design, develop and maintain a Legislative and Regulatory Compliance Framework, consistent with University policy. Plus provide proactive, professional support and guidance to business units and project teams about crisis management, insurance management and risk mitigation and management in a manner that adds value to business unit and project operations.

Reporting Line

Reports to: Senior Operations and Planning Manager – President Office

Direct reports: Nil

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

Key Accountabilities

- Develop, implement and maintain an effective Legislative and Regulatory Compliance Framework for the University. Stay abreast of new legislative and regulatory requirements impacting the University and provide professional expert advice on the implications of these changes to University policy, procedure or practice;
- Design and implementation of highly proactive management of risk mitigation and management, business continuity management, compliance and critical incident/emergency management;
- Develop and implement the necessary tools to monitor legislative and regulatory compliance. Prepare reports for senior management and for management and governance committees;
- Maintain and manage the compliance register;
- Liaise with government bodies in Vietnam for compliance of RMIT Vietnam and its programs.
- Other duties as directed by the Senior Manager, Planning and Operations within the scope of this classification

Key Selection Criteria

1. A degree with substantial relevant experience or an equivalent alternate combination relevant knowledge, training and/or experience;
2. Demonstrated knowledge and experience of compliance assessment and risk methodologies and work processes, preferably in a tertiary education setting;
3. Demonstrated experience in advising, supporting and coaching a diverse range of staff on better practice risk management;
4. Demonstrated experience in analysing and synthesising large volumes of complex information and preparing reports and recommendations for action on risk and compliance issues to executives, senior management committees and governance bodies;
5. Experience in a client facing or similar role, with demonstrated ability to effectively communicate with clients and address difficult or challenging queries;
6. Proven skills in building a strong understanding of the operating context for business units and projects and relating this to risk management strategies that inform and add value to business outcomes
7. High level of initiative and the capacity to manage competing priorities within tight deadlines.
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

Qualifications and Checks

Mandatory

A relevant bachelor degree and significant relevant working experience with multinational companies.

Preferred

Masters degree with 5 years senior management experience

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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