

Position Description – Senior Compliance Manager

Position Details

Position Title:	Senior Compliance Manager
Position Number:	New
College/Portfolio:	Finance and Governance
School/Group:	Internal Audit, Compliance, Risk and Regulation
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University has approximately 85,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, 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 and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-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 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

RMIT is among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

www.rmit.edu.au

College/Portfolio/Group

The Finance and Governance portfolio partners with other areas of the university in achieving the organisations objectives, by strategically orienting its provision of: financial; legal; analytics; risk; compliance assurance; and secretarial services.

The Internal Audit, Compliance, Risk and Regulation (IACRR) function provides strategic and operational guidance and support to RMIT on the development, implementation, monitoring and review of frameworks to manage compliance in operational areas; undertakes activities to monitor and improve compliance performance and culture

throughout the RMIT Group and to provide compliance assurance to senior executive staff and the University's Council. The management of RMIT Privacy compliance sits with this function.

The IACRR team provide enterprise-wide expert advice on all education regulatory activity relating to our registration as an Australian University and multi-sector provider, including acting as principal contact to TEQSA, the Australian Higher Education Regulator.

[Finance and Governance](#)

Position Summary

The Compliance Manager is responsible for supporting the University's management, maintenance and assurance of compliance and policy frameworks across the RMIT Group. They provide business partner compliance management support to the Colleges and Schools in meeting regulatory compliance and policy obligations.

The role provides strategic advice on the university's response to meeting its regulatory compliance and policy accountabilities through implementation and assurance of compliance controls to ensure their effectiveness in meeting regulatory obligations and business needs.

Reporting Line

Reports to: Assistant Director, Compliance & Quality (IACRR)

Direct reports: Nil (but may have project resources and matrixed resources in the Colleges where relevant)

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory 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.

- Lead, manage and coordinate compliance assurance activities under the supervision of the Assistant Director, Compliance & Quality
- Support the management, maintenance and implementation of efficient and effective compliance frameworks, specifically in relation to new and high impact legislation.
- Support the re-registration and accreditation processes for the University and its programs
- Support RMIT leaders in meeting their accountabilities under compliance and policy frameworks by acting as liaison for regulatory compliance and policy practices.
- Identify, and facilitate continuous improvement activity and exchange of good practices across the University, to support consistency and the development of staff capabilities in compliance management and policy assurance.
- Deliver information and training to promulgate and support implementation of compliance frameworks.
- Represent RMIT in relevant forums and contribute to submissions and recommendations to government and regulatory agencies, as required.

Key Selection Criteria

1. Advanced knowledge of the compliance and regulatory frameworks relevant to Australian and international education and the operations of a global university.
2. Knowledge of institutional academic quality requirements for a University Category Provider such as program reviews, professional accreditation, and accreditation with international agencies and offshore delivery via third-party partnerships.
3. Working knowledge of academic and administrative policies and procedures and the interrelationships between policies and operational activities, knowledge of relevant legislation and implications for the broader organisation, and the ability to make related recommendations and advice to staff
4. Experience in leading and undertaking compliance assurance activity
5. Strong communication skills and the ability to operate with tact and discretion in dealings with all members of the university community and with external stakeholders

6. Diagnostic, analytical and problem-solving skills to identify risks and opportunities and to drive practical creative solutions to implementation.
7. Highly developed data analysis, report writing and training skills.
8. Ability to work both collaboratively and independently, and to influence stakeholders.

Qualifications

A relevant tertiary qualification and 3-5 years' experience in assurance and compliance management in a University, RTO, multi-sector environment, or an equivalent combination of relevant experience from a regulatory environment.

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Kate Hughes Title: Chief Internal Audit and Risk Officer Date: XXX	Approved:	Signature: Name: Kate Koch Title: Chief Financial Officer and Vice President Date: XXXX
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