

## Job Description – Compliance & Risk Manager

### Position Details

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<b>Position Title:</b>	Compliance & Risk Manager
<b>Division/ Centre:</b>	Finance and Legal Services
<b>Department:</b>	Legal & Compliance
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSV8
<b>Time Fraction:</b>	Full-time 1.0

### RMIT University

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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](http://www.rmit.edu.au)

### RMIT Vietnam

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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](http://www.rmit.edu.vn)

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## Position Summary

The Compliance & Risk Manager is responsible for development, maintenance and implementation of education compliance, policy governance, compliance, risk and internal audit frameworks across the RMIT Group.

The role provides strategic advice on the university's response to meeting its obligations under education legislation, governance and compliance accountabilities through the development, review and assurance of compliance controls and reporting to ensure RMIT Vietnam's effectiveness and operational alignment in meeting its regulatory obligations.

The role is also responsible for the oversight and implementation of a framework that effectively manages risks across the Vietnam operations, and providing insights and advice on risk management and assurance activities. The role also includes providing business partner support to risk champions and staff within the broader Finance and Governance Portfolio, both in Vietnam and Melbourne.

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## Reporting Lines

Reports to: Director Finance and Legal – RMIT Vietnam.

Indirectly reports to:

- Assistant Director, Quality and Regulation – RMIT University (Melbourne)
- Assistant Director, Risk Management – RMIT University (Melbourne)

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## Key Accountabilities

- Lead, manage and coordinate risk and compliance assurance activities.
- Manage, maintain and implement efficiently compliance frameworks in coordination with Headquarter functions, specifically in relation to new and high impact legislation relevant to RMIT's education operations in Vietnam and under the jurisdiction of the Australian Higher Education Regulator, Tertiary Education Quality and Standards Agency (TEQSA).
- Guide and support RMIT leaders in meeting their accountabilities under policy governance, risk and compliance frameworks by acting as liaison and informing global governance practice.
- Identify, and facilitate continuous improvement activity and exchange of good practices across the University, including declarations of compliance, disclosure of non-compliance, development of local procedures, guidance and awareness programs to support consistency and the development of staff capabilities in this area.
- Provide advice to the Assistant Director, Education Compliance, IACRR on the regulatory and legal compliance environment relevant to the RMIT VN and its operational impacts; and prepare briefing papers and recommendation, as required.
- Manage the implementation of risk management frameworks and processes that will help identify and manage key risks in our Vietnam operations. This includes the development, coordination and reporting of risk profiles and partnering with various teams to undertake risk assessments to identify, mitigate and monitor risks.
- Lead risk assurance and review activities to provide comfort that the University's key risk areas are effectively managed. Where gaps or weaknesses are identified, propose practical recommendations to enhance the management of the risks.
- Support and contribute to the preparation and execution of work plans (including risk assessments) and audit programs for Internal Audit engagements and reviews.
- Deliver information and training to promulgate and support implementation of compliance and risk frameworks.
- Represent RMIT in relevant forums and prepare submissions and recommendations to government and regulatory agencies, as required.
- Other duties as directed by the Director, Finance & Legal within the scope of this classification.

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## Key Selection Criteria

1. A degree with substantial relevant experience or an equivalent alternate combination relevant knowledge, training and/or experience.
2. Preferable: Master's degree with 5 years senior management experience.
3. Experience in leading and undertaking risk and compliance assurance activity.
4. Highly developed diagnostic, analytical and conceptual skills to identify and drive creative solutions and practical risk-based strategy and implementation.

5. Excellent interpersonal communication, influencing and relationship building skills, including the ability to effectively communicate with a range of people across and external to the University and in a wide range of cultural and communication contexts.
6. Substantial experience preparing documents for government, internal policy / procedures, high quality briefings, submissions, reports and correspondence.
7. High level of initiative and the capacity to manage competing priorities within tight deadlines.

**English Proficiency**

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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 BULATS 75 (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.

**Organisational Accountabilities**

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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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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