



Position Description – Governance and Compliance Officer

Position Details

Position Title:	Governance and Compliance Advisor
Position Number:	NEW
College/Portfolio:	College of Business & Law
School/Group:	Planning & Resources
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 7 Salary Schedule: https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full
Employment Type:	Fixed-term (12 months)
Time Fraction:	1.0 FTE

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 now has 83,000 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).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also 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).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

College of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of seven schools – six in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 600 staff and delivers programs to approximately 31,000 students (21,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business and design. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state-of-the-art Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit:

<https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

Position Summary

The Governance & Compliance Advisor will be responsible for developing and maintaining key governance and compliance frameworks, processes and documentation. The position is responsible for monitoring compliance across the College of Business and Law by drawing on reporting from schools and business units, interpreting data and ensuring KPIs are met. The position is responsible for establishing and maintaining functional liaison with other Colleges and ensuring alignment where possible between Colleges and central portfolio policy alignment. The role will be responsible for providing training and drafting an array of processes, protocols and other materials to maintain compliance within the College.

The position interacts and communicates across all levels of the College and works in close consultation with senior managers within the organisation. This position will be expected to work collaboratively with the Internal Audit, Compliance, Risk and Regulatory team to ensure appropriate audit sequences, as well as central policy formation areas and keeping key College staff aware of key changes.

Reporting Line

Reports to: Senior Manager, Professional Services

Reporting lines: Nil

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 is up to date.

Key Accountabilities

1. Assist in the development, implementation and iteration of governance and risk frameworks and other key processes and protocols within the College.
2. Drive a cycle of continuous improvement around governance and compliance, including the requirements of the Academic Development Group, the Business Research Office, Strategy and Innovation Group and Schools.
3. Provide advice in the development of processes and protocols within the College, drawing on expertise

across the University, and aligning with practices with processes within the enterprise resource platform.

4. Ensure that documentation around governance and compliance is updated, consulted on, approved and published to intranets. Document management to be undertaken with the guidance of the Senior Advisor, Knowledge Management.
5. Monitor and report on changes or proposed policy, process or protocol changes that could impact on the College's operations or compliance performance.
6. Provide cyclical, ad hoc and high quality reporting on College compliance against key performance indicators to the Director, Planning and Resources as well as College Executive.
7. Oversee, direct and deliver training and awareness programs around College processes and protocols, governance and compliance procedures to ensure awareness amongst all staff within the College.
8. Partner with the Senior Advisor, Knowledge Management by undertaking Promapp related activities (process repository) ensuring capture, and maintain consistency and currency of College-level processes.
9. Develop and manage stakeholder networks around governance and compliance to ensure that the College is driving and applying best practice.
10. Any other duties as required.

Key Selection Criteria

1. Knowledge of governance frameworks, risk management and compliance management best practice. Demonstrated experience in implementing or supporting implementation of key governance, compliance and risk processes within a complex organization, ideally with experience in the tertiary sector.
2. Strong conceptual, analytical and problem-solving skills, and the ability to develop and implement practical and workable solutions in a large and complex organisation..
3. Demonstrated expertise in the development and implementation of policy, process and guidelines.
4. Excellent written and verbal communication skills. Ability to produce reports and communications for relevant stakeholders around governance and compliance.
5. Increase awareness of governance, compliance and risk management competency by identify level of staff competency and deliver training and education programs to staff.
6. High quality stakeholder engagement ability including liaising with all levels of staff including senior leaders. Proven ability to liaise discreetly, maintain confidentiality and work effectively across the College and University.
7. High level of computer literacy including use of Microsoft Office software, project management software and demonstrated evidence of delivering high quality papers and presentations.

Qualifications

A relevant tertiary qualification and an equivalent combination of relevant experience. A valid working with children check is mandatory.

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