



REGULATORY COMPLIANCE CONSULTANT

DEPARTMENT/UNIT	Risk and Compliance Unit
FACULTY/DIVISION	Vice Chancellor and President
CLASSIFICATION	HEW Level 8
WORK LOCATION	Mt. Waverley

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Portfolio of the Vice-Chancellor and President** is responsible for high level coordination of, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University-level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and co-ordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Risk and Compliance Unit** provides the oversight and co-ordination of the University's Enterprise Risk Management (ERM) framework. Part of this framework includes the coordination of the regulatory responsibilities for the University. The Unit is an advisory and consulting function that reports to the Vice-President (Strategy and Governance) and provides reports and advice to the Audit and Risk Committee of Council.

The Unit's mission is to facilitate and strengthen the effective use of risk management practices within the University thereby assisting executive and senior management and the University Council with their corporate governance duties.

POSITION PURPOSE

The Regulatory Compliance Consultant is responsible for the provision of University-wide advisory and coordination of processes to ensure the University complies with applicable laws and regulations.

The position partners with key stakeholders to provide guidance and advice that underpins client responsibilities for legislative and regulatory compliance programs to ensure an ongoing integrated approach to risk management at Monash.

As a key member of the Risk and Compliance team, the Regulatory Compliance Consultant provides critical strategic thinking and future insights into legislative risks, is expected to translate their knowledge and skills across different situations and in a diverse environment, producing quality outcomes through engagement and collaboration and contributes to the focus of continual improvement and operational excellence.

Reporting Line: The position reports to the Director, Risk and Compliance

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Partner with key stakeholders and lead the delivery of varied legislative and regulatory compliance activities, including working with nominated staff across the University. This includes assisting nominated University Legal Compliance Officers in their implementation of applicable regulatory obligations into the University's operating environment
2. Co-ordinate and oversee a work environment of continuous review and improvement of regulatory compliance processes across the University
3. Manage the liaison with outsourced provider(s) on the appraisal and evaluation of new legislation and its relevance to the University. This includes domestic and international laws and regulations
4. Make rapid, accurate and thorough analyses of legislative instruments and information from regulatory sources in a responsive manner whilst coping with fluid landscapes and shifting priorities in order to scope and assess the impact to the University's operations
5. Enhance the advisory and consulting services of the Risk and Compliance Unit, building, maintaining and fostering relationships with Legal Compliance Officers and senior staff in central services, faculties, campuses and portfolios and the wider University community
6. Maintain an awareness of regulatory compliance issues relating to the Higher Education sector
7. Support the Risk and Compliance Unit internally in the co-ordination of its operations, management of the risk management system and development of internal regulatory compliance processes
8. Contribute to the Unit's strategic planning activities, the establishment and improvement of regulatory risk management processes and supporting the management of the ERM framework

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience;
 - extensive regulatory experience and management expertise; or
 - a combination of qualifications in a relevant field with experience in regulatory experience

Knowledge and Skills

2. Substantial experience in regulatory compliance, including developing processes for compliance, provision of expert, strategic advice, project management, reporting and consulting. Demonstrated capacity to collaborate with key stakeholders, developing strong relationships and a deep understanding of potential risk and compliance considerations, with the proven ability to formulate and deliver considered solutions in a constructive manner
3. Demonstrated innovative strategic and conceptual thinking with the ability to understand multifaceted issues and deliver to expectation
4. Demonstrated ability to translate regulatory obligations into business/ compliance processes and policies in conjunction with relevant operational staff
5. A demonstrated ability to complete analyses and reports in a rapid, thorough and accurate manner with the proven ability to translate regulatory commentary to a range of audiences

6. Proven experience with regulatory compliance in strategic, operational and project areas. Exposure and some experience in risk management will be an advantage
7. Exceptional communication skills and an inherent ability to develop constructive and meaningful relationships in an environment of complex, competing priorities
8. Demonstrated capacity to work autonomously with a high level of initiative as well as collaborate in a cooperative team environment whilst adhering to the values and ethical standards of the organisation

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.