

## Position Description

### Senior Officer - Due Diligence Foreign Relations Compliance

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<b>Position No:</b>	New
<b>Business Unit:</b>	Education Partnership
<b>Division:</b>	DVC Global and Regional
<b>Department:</b>	Education Partnership
<b>Classification Level:</b>	HEO6
<b>Employment Type:</b>	Full-time, Continuing
<b>Campus Location:</b>	Location Independent
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The Global and Regional Division leads the University's commitments to its markets and its communities, and carries oversight of the University's strategic intent to connect both globally and locally to attract students and partners from across the world, and closer to home.

The Senior Officer, Due Diligence Foreign Relations Compliance reports to the Senior Manager Arrangements Negotiations. A key responsibility of this role is to support the work undertaken in the development and management of partnership agreements by conducting appropriate due diligence and compliance activities, and providing relevant advice. This role also supports the FAS Senior Advisor in ensuring La Trobe complies with its obligations under the scheme.

### **Duties at this level will include:**

- Work at this level may require the ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
- Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
- Ensures professional and quality service standards are maintained and applied within own area of activity.
- May be considered as the "specialist" in a specific area gained through a detailed understanding of the theory, practice and/or principles underpinning their particular field of work.
- Provides influential input to policy or systems development on the basis of expertise in the operational aspects of current systems and their impact.
- Remain up-to-date with legislation, policies and regulations relevant to the role.
- Responsible for preparing appropriate due diligence and/or compliance reports for institutions and external organisations as required, and provide relevant advice to enable effective decision-making.
- Work with and support the Senior Manager Arrangements and FAS Senior Advisor to establish and maintain processes and procedures to ensure effective and timely delivery of relevant documentation.
- Develop and disseminate best practice resources and information instruments, and provide advice and support to Schools and internal stakeholders on matters applicable to the role.
- Other duties as required commensurate with the role.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- A Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated experience managing the activities of self and/or others including coaching, motivation and performance management.

- Comprehensive knowledge and expertise in legislation, policies and regulations relevant to the higher education sector and international education.
- Demonstrated experience in conducting due diligence and/or compliance activities for international institutions and organisations.
- Demonstrated experience in working in complex situations that require an understanding and assessment of risk, provision of clear instruction to other, and a timely solution.
- Comprehensive knowledge of international agreements relevant to the higher education sector.
- Ability to influence and build relationships.

#### **Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

#### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

#### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

#### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

#### **La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:                      Date: