POSITION DESCRIPTION

Position Title: Manager, Enterprise Compliance
Organisation Unit: Governance and Risk
Position Number: 
Type of Employment: Continuing – Full Time
Classification: Hew Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes.

The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks and processes, facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams:

- Enterprise Governance
- Enterprise Risk Services
- Enterprise Insurance Services
- Enterprise Compliance Services
- Enterprise Procurement Services
- Corporate Services
- Internal Audit

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position The Manager, Enterprise Compliance is responsible for leading the University’s efforts in effectively managing its legal and regulatory compliance obligations by partnering with management and staff to build and enhance its compliance awareness and culture, capabilities, controls and processes and providing assurance on their effectiveness.

Duties

Duties and responsibilities include, but are not limited to:

- In consultation with relevant stakeholders across the University, develop, implement, manage and continually improve the Enterprise Compliance Framework and related processes and procedures.
- Maintain a Compliance Register for the University to recording (or referencing) all applicable legal and regulatory compliance obligations including, but not limited to: legal and regulatory instruments, government policies and mandatory standards,
permits, licenses and certificates, and agreements and contracts with external parties (other than procurement and employment contracts).

- Provide oversight, expert advice and assistance in relation to assessment and management of compliance obligations across the University.

- Develop and implement a Compliance Program to enable the assessment and provision of assurance that the University demonstrably complies with its primary legal and regulatory compliance obligations.

- Maintain a register (or database) to record all internally assessed or regulator identified and notified breaches of legal and regulatory compliance obligations and monitor to ensure that all agreed remedial actions (including regulator recommendations) are implemented by agreed or imposed dates.

- Develop and implement appropriate training programs including relevant communication, guidelines, presentations, facilitated workshops and compliance awareness sessions to enhance the University’s compliance capabilities and culture.

- Compile and provide relevant, reliable and insightful reports to operational and executive management highlighting important aspects of the University’s compliance program and profile including key compliance risks and breaches, and the University’s plan/s to manage those risks and remedy the breaches.

- Work collaboratively with Governance, Enterprise Risk, Internal Audit, Integrity and Investigations Unit and other second-line defence functions and teams to improve the compliance culture and outcomes for the University

- Manage, supervise, train and mentor any staff assigned to the team.

- When invited, attend and provide support, guidance and positive contribution on compliance matters to management or Senate committees including (but not limited to) the Vice-Chancellor’s Risk and Compliance Committee and the Senate Risk Committee.

- Perform other compliance-related functions and assignments as instructed by the Director Governance and Risk or the Chief Operating Officer.

Other

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities)

- Reporting Relationships The position reports to the Director Governance and Risk.
SELECTION CRITERIA

- Qualifications, Skills and Experience Essential
- Postgraduate qualifications in a relevant discipline or an equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualification.
- Comprehensive knowledge of contemporary compliance management frameworks and practices, particularly in the context of large organisations.
- Comprehensive knowledge of finance or general business management in the context of large organisations.
- At least seven years’ experience in a compliance role in a large and complex organisational environment including at least three years’ experience in a senior compliance management role.
- Well-developed discovery, analytical, evaluation and problem solving skills.
- Highly developed oral and written communication skills including the ability to influence, negotiate and resolve substantial and sensitive issues with management and the governing body (or a relevant committee).
- Demonstrated ability to work collaboratively across the organisation and build partnerships in order to facilitate change.
- Demonstrated capacity to act independently, objectively and with integrity.

Desirable

- Eligibility for membership of relevant professional association/s.
- Experience in managing compliance programs in the higher education sector.
- Experience working in a governance or assurance role.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.
This role is a full-time position; however flexible working arrangements may be negotiated.