POSITION DESCRIPTION

Position Title: Senior Compliance Officer
Organisation Unit: Governance and Risk
Position Number: 
Type of Employment: Continuing – Full Time
Classification: Hew Level 8

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
- Travel Management Services
- Internal Audit

Enterprise Compliance Services is responsible for leading the University's efforts in effectively managing its legal and regulatory compliance obligations by collaborating with management and staff to build and enhance its compliance awareness and culture, capabilities, controls and processes and providing assurance on their effectiveness.

Information for Prospective Staff

Information about working at UQ including staff benefits, relocation and UQ campuses is available at the UQ Staff website.

DUTY STATEMENT

This role will focus on 'compliance readiness' to increase confidence in the University's ability to meet and demonstrate compliance with our legal and regulatory obligations.

Through proactive consultation with relevant stakeholders across UQ it will develop, implement, and facilitate a structured process to ensure there is advanced awareness and understanding of impending new legislation or changes to existing legislation.
**Duties**

Duties and responsibilities include, but are not limited to:

- Provide oversight, expert advice and assistance in relation to managing all legal and regulatory compliance obligations across the University.
- Working collaboratively with compliance owner/s and executives to ascertain future compliance obligations and communicate the nature and extent of responsibilities across the University.
- Establish strong and effective networks internally and externally to support the strategic objectives of the Enterprise Compliance Management Framework.
- Convene working groups, workshops and meetings with key stakeholders including academic and professional staff to facilitate consultative processes regarding new legislation or changes to existing legislation.
- Support the development of feedback and/or submissions on draft legislation, proposed legislative amendments and/or relevant standards/codes.
- Provide feedback and guidance on the development of internal policies and procedures to ensure they meet legal and regulatory compliance obligations without increasing red tape.

The role will also support the Manager Enterprise Compliance with the following:

- Delivery of the Compliance Assurance Program – which involves the assessment and provision of assurance that the University demonstrably complies with its primary legal and regulatory compliance obligations.
- Maintaining records of all internally assessed or regulator identified and notified breaches of legal and regulatory compliance obligations and monitoring outcomes to ensure that all agreed remedial actions are implemented by agreed or imposed dates.
- Conducting staff development training including presentations, facilitated workshops and compliance awareness sessions to enhance the University’s compliance capabilities and culture.
- Compiling relevant, reliable and insightful reports to operational and executive management highlighting important aspects of the University’s compliance program and profile.
- Working with Governance, Enterprise Risk, Internal Audit, Integrity and Investigations Unit and other second-line defence functions to improve the compliance culture and outcomes for the University.

**Other**

- Comply with the University’s Code of Conduct (see UQ Code of Conduct)
- Comply with requirements of Queensland work health and safety (WHS) legislation and related OHS responsibilities and procedures developed by the University. (see UQ's Health, Safety and Wellness information)
- Adopt sustainable practices in all work activities and comply with associated legislation and related UQ sustainability responsibilities and procedures (see UQ's Sustainability website)
- The position reports to the Manager Enterprise Compliance.
SELECTION CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and education and training.

- Extensive experience in a compliance role in a large and complex organisational environment including at least two years’ experience in a senior role.

- Comprehensive knowledge of contemporary compliance management frameworks, risk management standards and practices, particularly in the context of large organisations.

- General understanding of the Australian legislative and administrative framework and its application in a general business management context.

- Well-developed interpersonal skills with the ability to build and maintain productive relationships to effectively influence, negotiate and resolve substantial and sensitive issues with internal and external stakeholders.

- Highly developed discovery, analytical, evaluation and written communication skills to provide quality advice and reports to inform decision-making on complex policy issues.

- Demonstrated capacity to act independently, objectively and with integrity.

Desirable

- Knowledge of and/or demonstrated ability to acquire and apply knowledge of University of Queensland governance frameworks, policies and procedures.

- Experience in internal/external audit or assurance roles.

- Professional experience in the higher education sector.

*The University of Queensland is an equal opportunity employer.*

*Smoking is prohibited on all University campuses.*