POSITION DESCRIPTION

Position Title: Senior Compliance Officer, International Admissions  
Organisation Unit: UQ International  
Position Number: New  
Type of Employment: Full-time, fixed term  
Classification: HEW 6

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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 $11 billion+ (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

UQ’s Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International are:

- Identification and development of strategic international initiatives
- Developing and managing key global engagement priorities
- International marketing and promotion, including student recruitment
- International student admissions

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 Senior Compliance Officer is responsible for supporting the Deputy Manager (Policy and Quality) in compliance strategies and specific activities relating to the ESOS Act, the Department of Home Affairs (especially in relation to the assessment of Genuine Temporary Entrant criteria) and PRISMS. The Compliance Officer works with other staff within UQ – such as the UQ Visa Officer, Student Services, and pathway providers - to ensure that policies and procedures in relation to compliance are implemented.

Duties

Duties and responsibilities include, but are not limited to:

Genuine Temporary Entrant/Genuine Student and associated responsibilities

- Conduct GTE checks (via different mediums) on international students identified as ‘high risk’. Make decisions on these, or recommendations to the Deputy Manager (Policy and Quality), as appropriate.
- Assist the Deputy Manager (Policy and Quality) in developing GTE practices within the University and in monitoring the risk to the University in relation to GTE and making recommendations to senior management.
- Access and produce reports on data provided by the Department of Home Affairs and other sources, and maintain relevant records and resources within International Admissions.
- Coordinate the considerations required within International Admissions of students from sanctioned countries.
- In consultation with the Deputy Manager (Policy and Quality) and in collaboration with the compliance team, develop regulatory procedures and forms and draft responses to requests in relation to GTE and student visa issues.
Under 18 applicants

- In collaboration with UQ Student Services, and UQ Pathway providers, co-ordinate the processing of under 18 year old students - including the transition of students to other providers when required - to ensure compliancy with the National Code.
- Check and approve UQ CAAW’s, under the signature of the Director, Student Services, for under 18s.

Other compliance practices

- Provide supporting information and assistance to ensure the smooth processing of student withdrawals, cancellations, appeals, transfers and release requests.
- Assessment of deferral requests, deciding whether students have presented compassionate or compelling grounds.

General

- Ensure compliance under all regulatory frameworks such as ESOS, Department of Home Affairs and PRISMS, and with UQ’s policies and procedures.
- Maintain and enhance systems required to maintain UQ compliance records.
- Systematically review and keep up-to-date with developments in relation to ESOS and Department of Home Affairs regulations, and communicating any findings to the Manager and Deputy Manager, International Admissions.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
  - the University’s Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Deputy Manager (Policy and Quality) International Admissions.
SELECTION CRITERIA

Essential

- Bachelor’s degree with at least 2 years of experience that is directly related to the duties and responsibilities specified.
- Experience in compliance roles with Higher Education providers in Australia or similar.
- Demonstrated experience in researching information, analysing and presenting findings and making recommendations.
- High level administration skills including ability to monitor work processes, meet deadlines, set priorities.
- Excellent oral and written communication and interpersonal skills including a professional telephone manner and effective liaison skills.
- High level of computer competency, including ability to use databases, Microsoft Office suite of programs, email and the Internet.
- High level of accuracy and attention to detail in implementing policy and procedures.
- Demonstrated ability to interact effectively with people from diverse cultural backgrounds with

Desirable

- Sound skills in the use of the Peoplesoft/SI-net database.

The University of Queensland is committed to equity, diversity and inclusion.