POSITION DESCRIPTION

Compliance Officer

Position Level | 7/8
Faculty/Division | DVC Planning and Assurance
Position Number | 00037800
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Position Summary

The Compliance Officer forms an important part of the Compliance Unit within the UNSW Legal Office, reporting to and supporting the Compliance Manager. With the Compliance Manager, the Compliance Officer is responsible for driving and supporting the ongoing development and operation of the University’s Legislative Compliance Framework which is designed to enable the University to centrally manage, and demonstrate, compliance with its many and diverse legislative obligations. The Compliance Officer also leads specific compliance initiatives, supports the Compliance Manager in providing general compliance advice to the academic and professional staff of the University, and assists in the performance of the Compliance Manager’s roles as the University’s Right to Information Officer and Privacy Officer.

The Compliance Officer is part of the University’s Legal Office and is required to develop and maintain highly effective working relationships with the Legal Counsel and support staff; plus relevant internal stakeholders including the Management Board and other senior management of the University.

Accountabilities

Specific accountabilities for this role include:

Level 7

- Providing advice and assistance to University staff on meeting the requirements of the Legislative Compliance Framework.
- Administering and maintaining the UNSW Legislation Register and the UNSW Compliance Breach Register.
- Supporting the annual compliance certification process by University Compliance Owners and other relevant staff.
• Providing training and information and building excellent working partnerships with stakeholders within the Faculties and Divisions to support the operation of the Legislative Compliance Framework within the University and to encourage the development of a culture of compliance with legislative obligations.

• Drafting reports to respond to queries from, and to update and inform, the UNSW Council and Management Board concerning the operation of the Legislative Compliance Framework.

• Taking responsibility for specific compliance issues and projects, which may entail supporting the activities of dedicated working groups and assisting with the design and delivery of specific compliance programs and associated communication and training materials.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Level 8 (in addition to the above duties)**

• Assist the Compliance Manager in managing the obligations imposed on the University by the Government Information (Public Access) Act 2009 (NSW) (GIPA Act) and applicable privacy laws (eg. Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)), including:
  o drafting decisions for information access applications and internal reviews of privacy complaints;
  o assisting in the response to requests for advice from University staff in regard to the management of personal information.

**Skills and Experience**

**Level 7**

• Tertiary qualifications in a relevant discipline (eg. law) with subsequent relevant experience.

• Experience in a compliance role within a highly regulated industry including a demonstrated ability to support the management of complex and diverse legislative compliance obligations.

• Experience with administering systems that support compliance assurance and certification processes in a complex and diverse organisation.

• Excellent interpersonal skills and demonstrated ability to develop productive working relationships with stakeholders.

• Demonstrated ability to review, analyse and interpret legislation, regulations and internal policies and procedures.

• Excellent written communication skills with a demonstrated ability to draft correspondence and reports.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

**Level 8 (in addition to the above duties)**

• Demonstrated ability to interpret and provide advice on the application of the GIPA Act and PPIP Act within a public authority.
• Experience in the processing of right to information access applications, including identification and assessment of requested information.

• Experience in the investigation of privacy complaints and preparation of internal review reports into such complaints.

• Experience liaising with regulators in regard to matters concerning privacy and right to information.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.