POSITION DESCRIPTION

Special Advisor (International Engagement and Compliance)

<table>
<thead>
<tr>
<th>Position Level</th>
<th>Senior Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Division</td>
<td>Division of Planning &amp; Assurance</td>
</tr>
<tr>
<td>Position Number</td>
<td>00090628</td>
</tr>
<tr>
<td>Original document creation</td>
<td>February 2021</td>
</tr>
</tbody>
</table>

Position Summary

The Division of Planning and Assurance at UNSW was established in July 2020 and combines the functions of Legal, Governance, Compliance, Records, Archives, Risk, Safety, and Internal Audit. The Division is dedicated to supporting the University to achieve the goals in Strategy 2025 through the provision of relevant and effective planning and assurance functions.

The Special Advisor (International Engagement and Compliance) will provide national security and foreign interference advice on changing Government regulations and geopolitical complexities to senior management and wider UNSW community. With a high-level focus on research, cyber security, International and other areas impacted by foreign interference, the role will review, identify, and action measures to counter foreign interference and other national security risks at UNSW.

The role of the Special Advisor (International Engagement and Compliance) reports to the Deputy Vice Chancellor, Planning and Assurance, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide expert advice and guidance on the Foreign Influence Transparency Scheme Act 2018, the Universities Foreign Interference Guidelines, (UFIG) and related legislation to UNSW senior management and University stakeholders.

- Represent the University and be the point of liaison with Government agencies including Home Affairs and DFAT.
• Support the Foreign Interference Advisory Committee and lead the development, implementation, and ongoing management of a Foreign Interference Framework, to ensure compliance with foreign interference obligations.

• Actively support, undertake and oversee the development and implementation of policies, standards, processes, IT systems and corrective actions including:
  - Policy writing and review.
  - Conducting threat and risk assessments.
  - Providing training and awareness programs, mentoring, guidance and support to the UNSW community.

• Undertake analyses and identify foreign interference risks posed by UNSW staff and affiliates through the foreign affiliation disclosure scheme (annual and real time) and other methods, and take appropriate action including:
  - Determine and implement risk mitigation strategies for specific situations.
  - Refer to the Foreign Interference Advisory Council for approval when required.

• Develop and deliver detailed reviews and status reports to UNSW senior management on the level of compliance and risk at UNSW, in relation to the Foreign Influence Transparency Scheme Act 2018 and related legislation.

• Collaborate with the wider Division of Planning and Assurance functions, including Legal, Risk and Compliance to ensure that the assurance functions support and enable the University to achieve the goals set out in Strategy 2025.

• 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.

Skills and Experience

• Tertiary qualifications in a relevant discipline, for example Law, Security, International Relations or equivalent skills gained through any combination of education, training and experience.

• High level of expertise and knowledge in national security matters relating to the higher education sector.

• Extensive experience 5+ years gained working in security advisory role with international exposure in a large complex organisation, for example export controls, defence security or a research environment.

• Excellent consultation, influencing, communication, negotiating and networking skills to lead and drive change and to liaise with foreign institutions (foreign language skills would be an advantage).

• Proven collaborative and team-oriented approach, with ability to quickly establish and maintain a high level of personal and professional credibility at a senior management level and with the wider team.
- Demonstrated strong analytical and problem-solving skills, with the ability to use innovative thinking when developing a robust approach or finding solutions to problems.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**BACKGROUND CHECKS**

- Australian Citizen and able to obtain the appropriate Australian Government security clearance.
- Applicants will be subject to Pre-Employment police check.

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.