

POSITION DESCRIPTION

Legal and Risk
University Services

Manager, Regulatory Advisory Services

POSITION NUMBER	0037227
CLASSIFICATION	PSC 9 \$115,726 - \$120,404 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kathryn Dan Tel +61 3 83447935 Email kdan@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ABOUT THE ROLE

The Manager, Regulatory Advisory Services leads a team providing specialist expertise, coordination and operational services in the areas of policy, process, FOI, and privacy and data protection, working closely with relevant Chancellery officers to support the University's regulatory and compliance frameworks <http://www.unimelb.edu.au/governance>.

Reporting line: Associate Director – Information Governance and Engagement

No. of direct reports: 3

Direct budget accountability: None

Core Accountabilities:

- Lead, manage and develop a diverse team of staff providing specialist expert services and coordination support for the University's Regulatory Framework (policy and process) and compliance obligations in privacy, data protection and Freedom of Information
- Oversee delivery of high-level expert advice, case management services and response coordination for privacy, data protection and FOI requests and enquiries
- Oversee and/or undertake more complex privacy enquiries/complaints and requests for information under the FOI Act, exercising judgement, advising senior staff and ensuring that statutory requirements are met
- Oversee implementation of the University's process framework, system and guidance tools, providing expert advice and services relating to internal process development to support continuous improvement.
- Oversee delivery of services to support the University's policy framework including policy support tools and guidance, providing expert advice on internal policy development, approval and review processes
- Build and promote strong collaborative relationships with areas managing other components of the University's governance, risk and compliance frameworks to ensure cohesive service delivery
- Accountability for leadership and professional development of staff and contribution to business planning and budget management
- Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- Ensure that the business unit has people with the skills, capabilities and tools necessary to meet service delivery expectations now and into the future. Develop business capability plans including succession plans

Selection Criteria:

- ▶ Postgraduate qualifications and extensive experience or an equivalent combination of relevant experience and/or education and training in a relevant area
- ▶ Demonstrated capability and experience in leading diverse teams in a large or complex organisation to deliver and continuously improve compliance related services
- ▶ Demonstrated experience interpreting and applying external and internal regulatory and policy requirements to support compliance
- ▶ Demonstrated professional experience and expertise in case management relevant to the University's compliance environment, including knowledge of records management, freedom of information and privacy and data protection legislation
- ▶ Demonstrated ability to integrate knowledge of internal and external regulatory requirements with operational requirements and objectives of a large organisation with a diverse range of functions.
- ▶ Highly effective stakeholder management skills, with the ability to build and maintain effective working relationships with staff at all levels of an organisation and with external bodies.
- ▶ Highly developed interpersonal and communication skills, including the ability to build rapport, communicate with influence and effectively negotiate outcomes.
- ▶ Demonstrated ability to exercise sound judgement and provide advice to senior staff on complex FOI, privacy and data protection issues.
- ▶ Experience working with access frameworks and confidential and sensitive information

Desirable:

- ▶ Experience in managing policy development, approval and review processes
- ▶ Experience with process mapping, process development and continuous improvement programs
- ▶ Experience in the higher education sector

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

- The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.
- The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
- The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.