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POSITION DESCRIPTION

Governance and Compliance Officer

# Position Level Faculty/Division Position Number

Original document creation

9

Operations Division

*ADMIN ONLY*

April 2022

# Position Summary

The Governance & Compliance Officer is responsible for the departmental management, monitoring and reporting on the systems and processes that support governance and compliance within the UNSW Information Technology (UNSW IT) department.

The role is the primary point of contact for all UNSW IT departmental risk, audit and governance matters ensuring that the governance systems and processes established for UNSW IT are aligned with broader UNSW frameworks and coordinating compliance and legislative obligations on behalf of UNSW IT.

A key accountability of the role is to ensure effective and efficient governance and reporting systems, inclusive of regular performance reporting, to assess the overall function on behalf of the Chief Information Officer (CIO).

The role reports to the Executive Officer and provides advice to the CIO.

# Accountabilities

Specific accountabilities for this role include:

* Develop, implement, and maintain governance systems, tools and processes related to the management of risk, audit, legal compliance, and business continuity to embed a positive compliance and governance culture across the organisation.
* Lead the coordination and departmental responses to UNSW Internal and External Audit activity and maintain tracking and reporting to ensure achievement of management actions to agreed delivery dates.
* Lead UNSW IT participation and reporting for Enterprise and IT Directorate Risk Management processes and provide high level advice and support to UNSW IT Leaders and Managers on risk management practices, ensuring each directorates approach to Risk Management aligns with UNSW policies, procedures and framework.
* Attending and presenting at committee meetings on behalf of the Office of the CIO.
* Develop and maintain strong relationships with key stakeholders including UNSW IT Directors and Managers, Internal Audit and Risk teams, the Officer of the Vice-President as well as external stakeholders, including Audit Office of NSW and commercial partners.
* Act as liaison between UNSW IT and UNSW Risk, ensuring enterprise risk standards are communicated and maintained in UNSW IT.
* Prepare quarterly departmental risk submissions in collaboration with directors for submission to UNSW Risk Committee and Portfolio Boards.
* Identify and analyse UNSW IT practices to ensure compliance with business, statutory and legislative obligations.
* Assist with the drafting and submissions of papers, briefs and reports.
* Lead the development and implementation of UNSW IT policies in line with the UNSW Policy Framework and develop frameworks and systems for policy compliance and reporting.
* Develop, implement, and facilitate communication and awareness programs on governance, risk and compliance practices for UNSW IT to achieve ideal business outcomes.
* Collaborate across UNSW IT to develop innovative techniques to report progress on risk and compliance (such as PowerBI dashboards, etc).
* Promote a culture of process and continuous improvement, championing professional standards, innovation, and professional method.
* Supporting the Project Management Office (PMO) with the preparation, submission and tracking of all UNSW IT papers.
* 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

* Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
* Demonstrated experience of governance, risk and compliance frameworks and their application in a complex organisation.
* Demonstrable understanding or experience with applying industry recognised risk management and governance standards i.e. ISO31000, ISO9000 and COBIT5.
* An understanding of qualitive and quantitative risk methodologies to assess and manage risk.
* Experience working in a similar role within an IT organisation would be beneficial to the role but is not required.
* Experience in coordinating compliance audits and anticipating and mitigating emerging issues.
* Demonstrated ability to interpret legislation and implement effective controls within a complex organisation.
* Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
* Demonstrated strong analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in the development of robust solutions to problems.
* Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
* Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
* Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
* 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

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.