Position: Compliance Officer
Employment type: Part Time: Time fraction .6

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with campuses in Melbourne and Sydney. MIT provides Business, Accounting, IT and Networking programs, and Telecommunications Engineering at Diploma, Bachelor and Master Level to Australian and International students. Courses are also taught on behalf of Federation University Australia (FedUni) at MIT.

With a commitment to providing high quality educational programs with a professional career outcome and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for an applicant to utilise their experience and expertise in compliance and risk management in an exciting learning and working environment.

The Compliance Officer is responsible for facilitating the risk management and compliance frameworks of the MIT at the Melbourne and Sydney campuses. This includes:
- Providing guidance to management at all levels in the areas of risk management and compliance.
- Assisting management at all levels in the discharge of their risk management and compliance responsibilities.
- Overseeing risk management and compliance processes throughout MIT.
- Reporting; providing guidance and policy advice to the Audit and Risk Management Committee (ARMC).
- Ensure that new laws and changes to the law are appropriately recorded, communicated and responded to across MIT.

You will need: A Completed degree in business and/or law. Excellent communication skills are crucial along with the ability to work independently and as part of a team.

Applicants must access the “Position description” at: http://www.mit.edu.au/about-mit/jobs-mit and address the selection criteria.

Written applications to: The General Manager,
The Angus, Level M, 284-294 La Trobe Street, Melbourne Vic 3000
Or via email at: hrm@mit.edu.au

Closing date: Friday 18 March 2016.

MIT is an Equal Opportunity Employer.