**POSITION DESCRIPTION – SCHEDULE A**

**POSITION DESCRIPTION DOCUMENT PURPOSE**

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfil the role.

**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Compliance Officer</th>
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<tr>
<td>School / Division:</td>
<td>Student Services Department</td>
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<tr>
<td>Campus:</td>
<td>Melbourne</td>
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**ROLE**

The Compliance Officer is responsible for ensuring that the activities of the Institute comply with its policies, procedures, and legal and regulatory requirements. The Compliance Officer works with Directors and Managers in ensuring compliance including providing assistance in the correct implementation of policies and procedures. This role also includes the delivery of an internal audit program agreed with the Audit and Risk Management Committee (ARMC) of the Board.

The Compliance Officer works individually and under the direct supervision of the General Manager or nominee but has autonomy in prioritising and completing tasks. This involves working professionally and co-operatively in a team environment.

**MIT VISION AND GOALS**

Founded in 1996, Melbourne Institute of Technology (MIT) has grown dynamically as one of the leading private, higher education providers in Australia with campuses in Melbourne and Sydney. MIT is a teaching only Higher Education Institution. Our vision, mission, values and goals as approved by the MIT Board of Directors in December 2014 are set out below.

**Vision**

MIT aspires to be a leading private higher education provider nationally and internationally by proactively developing innovative educational approaches to meet industry needs and by a commitment to inspire tomorrow’s graduates.

**Mission**

MIT, through its higher education programs and personalised and transformational student experience, provides the opportunity for individuals to access knowledge and to enrich and transform their futures.

**Values**

1. Excellence in;
   * Learning
   * Teaching
2. Integrity;
3. Accountability;
4. Transformational Change.
Goals
1. To provide high quality programs that meet the needs of our students and industry;
2. To provide an inclusive environment where all students have the opportunity to succeed;
3. To strengthen institutional effectiveness, financial sustainability, collegial governance and sense of community;
4. To make collaboration an integral part of all our activities.

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Team is responsible for the development of our strategic plan and effective implementation of strategies across all business areas. It comprises our:
- Chief Executive Officer,
- Managing Director,
- Marketing Director,
- Academic Director
- Human Resources Director,
- Campus Director and
- General Manager

ORGANISATION CONTEXT

The Compliance Officer’s mission is to facilitate and strengthen the risk management and compliance frameworks of the Melbourne Institute of Technology (MIT) at the Melbourne and Sydney campuses, thereby assisting MIT’s Board with their corporate governance duties.

The Compliance Officer’s key responsibilities are to:
- Assist management at all levels in the discharge of their risk management and compliance responsibilities,
- Provide guidance to management at all levels in the areas of risk management and compliance,
- Provide independent appraisal and advice to the ARMC,
- Oversee risk management and compliance processes throughout MIT,
- Report, provide guidance and policy advice to the ARMC,
- Ensure that new laws and changes to the law are appropriately recorded, communicated and responded to across MIT,
- Provide an educative role in relation to risk management and compliance, and
- Manage MIT’s relationship with external compliance and regulatory bodies (including TEQSA).

RESPONSIBILITIES

The Compliance Officer is responsible for ensuring that the risk management and compliance frameworks of MIT are up to date, assisting management in ensuring compliance, and in advising ARMC in a timely manner of any non-compliance issues identified through an internal audit or through the course of usual business, including steps taken to address the issues identified. The responsibility incorporates the areas as set out below.
<table>
<thead>
<tr>
<th>Area</th>
<th>Outcomes</th>
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</table>
| Implementation and co-ordination of the Risk Management Framework    | Implement and Coordinate the MIT Risk Management Framework by  
• Providing specialist advice and support to MIT managers in the implementation and management of the Risk Management Framework.  
• Developing and delivering education and training programs to MIT staff and other key stakeholders.  
• Assessing and evaluating the impact of environmental, strategic and operational changes on MIT’s risk profile.  
• Monitoring and maintaining an overview of MIT’s risk profiles and actively working with MIT staff in ensuring appropriate mitigation strategies are implemented to minimise risks to within acceptable risk appetite.  
• Providing specialist advice and support to project managers of major projects and other staff as required.  
• Reporting to the ARMC at each meeting on risk management activities undertaken. |
| Development, Implementation and co-ordination of the Compliance Framework | ▪ Develop, implement and manage MIT’s Compliance Framework.  
▪ Develop and deliver education and training programs to staff and other key stakeholders.  
▪ Monitor and appraise the legislative environment; and in conjunction with the Legal Adviser (where required) evaluate the impact on MIT and its operations.  
▪ Develop and manage a master legislation register for MIT.  
▪ Monitor and maintain an overview of MIT’s non-compliance risks and actively work with management in ensuring that identified compliance risks are effectively managed.  
▪ Undertake ongoing reviews (in accordance with a plan approved by the ARMC to assess compliance with controls and their effectiveness. |
| Foster relationship management and communication to build a Risk Management and Compliance culture within MIT | ▪ Foster and develop relationships with MIT staff, managers, ARMC, Board and other key stakeholders.  
▪ Establish and maintain feedback/communication mechanisms to promote risk management and compliance.  
▪ Actively seek opportunities to promote the Risk and Compliance.  
▪ Work closely with the Legal advisers in the appraisal and evaluation of legislation, as required.  
▪ If applicable, maintain informal and formal communications with the Internal Auditor.  
▪ Develop and maintain policy and procedures relating to risk management and compliance. |
| Provide support in the establishment and maintenance of systems       | ▪ Take primary responsibility for ongoing development and maintenance of MIT’s risk management and compliance systems.  
▪ Provide user training and maintain user support documentation. |
Implementation of Policy, Procedures and guidelines

Assist the Academic Director, the Director of Marketing & Student Engagement, the General Manager and the Campus Director in:

- The implementation of MIT policies and procedures.
- Ensuring that MIT policies and procedures are complied with.
- Providing advice in matters relating to implementation of policy & procedures, particularly where policy and procedure gaps have been identified.

Reporting

Provide regular written reports to the General Manager or nominee on compliance matters

- On a monthly basis on all activities of note in respect to compliance matters at MIT.
- On a monthly basis on the overall state of the MIT Compliance Health
- On a quarterly basis on the overall tracking of the MIT Risk and Compliance management framework and systems.

Provide regular written reports to the ARMC:

- A written report due at each AMRC meeting.
- Written report as requested by ARMC from time to time.
- An annual timetable of planned risk and compliance activities for the year.

Special projects

- Ensure special projects and tasks assigned (as may be from time to time) are carried out efficiently and effectively

Other duties

- Other projects or duties as required from time to time, as agreed upon by both parties and directed by the General Manager or Management

PERFORMANCE MANAGEMENT - SCHEDULE B

Staff performance is managed in accordance with MIT Performance Management System which incorporates:

- Regular performance reviews
- Ongoing feedback
- Identification of professional development needs and provision of support
- Reward structure

Specific performance goals will be set with you during the course of your performance review. Areas of performance focus for this role (together with example measurement tool) are set out below for your information. Further details in relation to the MIT Performance Management System will be provided by our Human Resources Director or nominee.

<table>
<thead>
<tr>
<th>Focus area</th>
<th>Measure - example</th>
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<tbody>
<tr>
<td>Detailed Risk tables report</td>
<td>Schedule work is completed as per the dates nominated in the detailed risk table’s schedule.</td>
</tr>
<tr>
<td>Efficient systems and procedures</td>
<td>Timely response regarding information required by MIT and the ARMC</td>
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</tbody>
</table>
### KEY SELECTION CRITERIA
Application letter and/or resume must address the qualification/knowledge/experience/attributes section under the key selection criteria

<table>
<thead>
<tr>
<th>Qualifications: Include all educational and training qualification, professional membership, criminal record check report</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Completed degree in business and/or law.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Current Victorian driver’s licence.</td>
<td>Mandatory</td>
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#### Knowledge/Experience/Attitude/Skills

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<thead>
<tr>
<th>Requirement</th>
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<tr>
<td>Mandatory</td>
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<tr>
<td>Essential</td>
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Minimum of 5 years of experience in audit and/or risk management and/or legal compliance.

Demonstrated facilitation skills with high-level of listening, comprehension and oral communication skills.

Demonstrated ability to liaise with a range of people at all levels and develop productive working relationships with them.

Demonstrated experience in analytical and problem solving skills with ability to work innovatively and strategically.

Demonstrated capacity to work autonomously with high level of initiative and as part of a team under broad direction.

Good report writing skills.

Good computer skills with experience in Word, Excel, PowerPoint and Internet.

Knowledge and appreciation of the academic environment and MIT’s organisation and operation.

An understanding of the broader higher education sector and the current issues impacting on this sector.