

Position: Compliance Manager

[Compliance Manager Job in Melbourne VIC - SEEK](#)

Location: Melbourne Campus

Employment type: Full-time

About us

Melbourne Institute of Technology (MIT) is a leading self-accrediting Private Higher Education Provider with campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Networking and Engineering (Telecommunications) and research programs, at Diploma, Bachelor and Master level to Australian and International students.

With a commitment to providing high quality educational programs with professional career outcomes, MIT offers an excellent opportunity for the Manager Compliance to utilise their experience and expertise in an exciting learning and working environment.

The Role:

The Manager Compliance provides an independent oversight and coordination of MIT compliance program that promotes a culture of compliance. The position ensures that MIT has a set of systems to control, measure, and manage any risk it may face and support the business in its compliance with TEQSA, ESOS Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students 2018 (NCP2018) requirements and adhere to any relevant laws, regulations and internal plans, policies, procedures and guidelines. This will include:

Key Responsibilities:

- Assessing and evaluating the impact of environmental, strategic and operational changes on MIT's compliance profile.
- Instituting and maintaining an effective compliance communications strategy for MIT.
- Tracking employee participation in understanding their compliance responsibilities and the policies, procedures, and legal requirements that are relevant to their work.
- Providing specialist advice and support to MIT managers in the implementation and management of the Risk Management Framework; TEQSA; ESOS Act 2000; NCP2018 etc.
- Developing and delivering education and training programs to MIT staff and other key stakeholders on compliance factors.
- Monitoring and maintaining an overview of MIT's compliance profiles and actively working with MIT staff in ensuring appropriate mitigation strategies are implemented to minimise risks to within acceptable risk appetite.
- Overseeing risk management and compliance processes throughout MIT.
- Ensure that new laws and changes to the law are appropriately recorded, communicated and responded to across MIT.

Qualifications, Skills and Competencies

- completed degree in business and/or law
- Excellent communication skills
- ability to work independently and as part of a team

Apply

Applications close on Sunday, 25 August 2025

Apply via SEEK

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 Group General Manager, The Argus, Level M, 288 La Trobe Street, Melbourne Vic 3000 or via email at: hrm@mit.edu.au

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.