

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

Position Title:	Compliance Manager
School / Division:	Operations
Campus:	Melbourne
Probation Period:	Six (6) months from date of commencement.
Time Fraction:	Full time
Reporting to:	Group General Manager
Award:	Educational Services (Post – Secondary Education) Award 2020. (http://awardviewer.fwo.gov.au/award/show/MA000075)

ROLE

Compliance Manager 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 relevant laws as applicable to MIT, regulations, internal policies, plans, procedures and guidelines.

The position is responsible, with the assistance of Senior Management, to change the environment of MIT so that staff accept the crucial nature of compliance so that adhering to compliance becomes part of the fabric of MIT.

The Compliance Manager 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 Manager works individually and under the direct supervision of the Group 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

MIT: A proud history, a confident future

Founded in 1996, Melbourne Institute of Technology (MIT) has provided outstanding, employment-focused degrees in Business and ICT for almost 30 years.

MIT grew to over 4,000 students prior to the onset of the Covid-19 pandemic. Like all higher education institutions, MIT was impacted by the closure of international borders triggered by the pandemic.

Since the reopening of international borders, confidence has returned to the international student market. MIT's high-quality student programs and organisational agility will enable it to renew its growth trajectory, achieve University College status, and lay the foundations for the next decade of success.

Vision

MIT aspires to be one of the leading providers of industry-engaged, employment-focused higher education programs, equipping students with the knowledge, skills, and opportunities to build successful careers.

Mission

MIT inspires students and helps them create their future through employment-focused educational programs. These are developed and delivered in collaboration with industry, and underpinned by excellence in learning and teaching, scholarship and research.

Values

- Excellence;
- Integrity;
- Accountability
- Transformational Change, and
- Agility

MIT's overarching goals are to:

- Become one of the top 20 higher education institutes in Australia for high-quality student experiences and learning outcomes
- Attain Self-Accrediting Authority status during 2023
- Progress towards achieving University College status by 2027
- Capitalise on the reopening of international borders to rebuild student numbers: achieve pre-pandemic EFTSL levels by 2025 and 5-10% growth per annum thereafter
- Achieve student satisfaction and graduate employment outcomes equal to or above industry averages in all courses
- Be renowned for excellence in industry-engaged learning with all students engaging with industry as part of their course
- Continue to deliver outstanding, student-centric support services
- Be recognised as a high-performing employer of choice

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 Committee (EMC) 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,
- Group General Manager and Human Resources Director (pro tem) and
- Executive Dean

ORGANISATION CONTEXT

The Compliance Manager's mission is to facilitate and strengthen the compliance and manage risks within Melbourne Institute of Technology (MIT) at the Melbourne and Sydney campuses, thereby assisting MIT's Board with their corporate governance duties. It takes responsibility in the compliance of TEQSA; ESOS; National Code; risk management and develops in staff an awareness of their compliance responsibilities.

The Manager Compliance key responsibilities are to:

- Assist management at all levels in the discharge of their compliance and risk management responsibilities,
- Provide guidance to management at all levels in the areas of risk management and compliance
- Applying and enforcing all appropriate Acts, codes, standards, controls and policies
- Conduct internal audits
- Investigating complaints, providing advice on compliance issues to organisation stakeholders and ensuring required actions are taken expeditiously
- Identifying, monitoring and reporting on potential areas of risk across a variety of areas; including TEQSA; ESOS; National Code and other regulatory requirements
- Collaborating with departments to direct compliance issues through appropriate channels
- Increasing the awareness and understanding of compliance issues and related policies and procedures across the organisation
- Provide independent appraisal and advice to the ARMC,
- 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).
- Providing Secretarial support for governance committees and other relevant committees

RESPONSIBILITIES

The Compliance Manager 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.

Area	Outcomes
Overall compliance coordination	<p>Implement and coordinate the MIT compliance program by;</p> <ul style="list-style-type: none"> ▪ 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; National Code. ▪ Developing and delivering education and training programs to MIT staff and other key stakeholders of compliance factors. ▪ Assessing and evaluating the impact of environmental, strategic and operational changes on MIT's compliance profile. ▪ 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. ▪ 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 coordination of the compliance framework	<ul style="list-style-type: none"> ▪ Develop, implement and manage MIT's Compliance Framework. ▪ 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 internal audits ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<p>Assist the Executive Dean, the Group General Manager and the Campus Directors in:</p> <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Provide regular written reports to the Group 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 ARMC 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	<ul style="list-style-type: none"> Ensure special projects and tasks assigned (as may be from time to time) are carried out efficiently and effectively
Other duties	<ul style="list-style-type: none"> 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 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.