

Position Description – Compliance Officer

Updated 23/02/2024

POSITION DETAILS	
Portfolio	Office of the Vice-Chancellor
Organisational Unit	Governance, Legal and Risk
Supervisor (Title)	Associate Director, Risk and Assurance
Classification	Higher Education Officer Level 8
Employment Type	Continuing, Full-Time

POSITION SUMMARY
<p>Under the broad direction of the Associate Director, Risk and Assurance, the Compliance Officer will manage the University's legislative compliance framework. The Compliance Officer will advise and provide oversight on compliance issues relating to the acceptance and management of gifts and bequests in line with University policies and procedures. This position takes a key role in managing the University regulatory requirements in relation to its engagement with foreign organisations and individuals. The Compliance Officer will work closely with the Risk and Assurance Team to ensure an integrated approach into the University's risk management framework and provide additional compliance and risk support as required.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Compliance Officer is accountable for:

1. Developing, implementing, maintaining and managing the University's legislative compliance framework, including:
 - Identification and assessment of legislative risk and working with stakeholders to mitigate the risk, through preparation, updating and applying of compliance plans and other activities;
 - Identifying and disseminating accurate and timely information on regulatory change across the University and providing advice on applicability and organisational impact.
2. Developing policies, practices, standards and templates for legislative compliance, and providing advice and education to internal stakeholders on best practice compliance measures.
3. Advising and providing oversight on the University's policy, procedures and processes for the acceptance and management of gifts and bequests, including reporting annually to an oversight committee and assisting in the resolution of compliance issues.
4. Working with colleagues across the University to manage the University's response to the University Foreign Interference Taskforce's Foreign Interference Guidelines and other regulatory and compliance issues relating to the University's foreign interactions, including acting as a subject matter expert in relation to foreign arrangements and foreign interference issues.
5. Undertaking regular reporting to relevant stakeholders including the Risk Management Committee and the Audit and Risk Committee.
6. Liaising with external stakeholders such as regulators in relation to the University's foreign interactions.
7. Promoting awareness of compliance frameworks through the development and delivery of training and awareness measures including development of communities of practice.
8. Contributing to the review and development of Risk and Compliance Policies and associated procedures as required.
9. Supporting other compliance and risk management activities as required.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification or equivalent experience in legislative compliance in a complex or highly regulated environment.
- Specialist knowledge of relevant standards, including AS ISO 37301: 2023-Compliance Management Systems, and understanding of contemporary practices for legislative compliance in a complex environment.
- Demonstrated ability to identify, understand, rank and document risks and provide practical options to senior management for risk treatment.
- Demonstrated experience in providing high quality and timely advice to senior management and staff on legislative compliance matters and demonstrated ability to interpret legislative requirements and to advise on appropriate responses.
- Demonstrated ability to work individually or as a team member within strict timeframes and operate with a high degree of independent judgement and initiative within broad guidelines.
- High-level written communication skills, including experience in developing and advising on policies and procedures and in writing quality reports and recommendations for complex and sensitive issues.

- High-level oral communication and interpersonal skills, with proven ability to influence and communicate effectively and work constructively with a diverse group of stakeholders and adapting communication style and message to the needs of the audience.
- Knowledge of the Australian higher education sector and a degree in law are desirable but not essential.

FLINDERS