

# Senior Governance Coordinator (Compliance)

Governance, Legal and Performance

Administrative Division



the university  
for the real world

## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

## About the Position

The Senior Governance Coordinator (Compliance) will support the implementation of an enhanced compliance framework consistent with best practice models and relevant Australian and international standards. In particular, the Senior Governance Coordinator (Compliance) will be responsible for enhancing a risk-based approach to meeting compliance obligations and on positioning the University's central compliance function as an advisory and assurance function with strong links to responsible officers and functional areas.

The position will also provide support to organisational areas required to implement procedures to meet new compliance obligations and will review existing procedures to ensure that they are appropriate and proportionate. The Senior Governance Coordinator (Compliance) will undertake or support the development of training and education programs where necessary to support compliance procedures.

This position reports to the Governance Manager for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Review existing University systems, policies and processes to identify risks to compliance with statutory requirements

and develop an enhanced risk-based approach to management of compliance obligations.

- Develop strategies to ensure that a high quality, best practice approach is adopted by the University for its compliance systems, policies, processes and training.
- Provide advisory and assurance services on compliance matters, including:
  - provision of support and guidance on matters such as legislative interpretation and analysis, and risk assessment, for organisational areas responsible for the implementation of new compliance obligations;
  - review and enhancement of implementation policies, processes and systems, for existing compliance obligations.
- Promote the compliance program to management and staff as a positive and effective management and quality assurance tool and develop targeted communication and training strategies and tools for compliance obligations.
- Review practices for reporting on compliance obligations, with particular emphasis on alignment with other annual reporting obligations for faculties and divisions.
- Undertake research and monitor legislative and other regulatory developments to ensure that new or changed obligations are proactively identified.
- Manage processes and make decisions on initial access and amendment applications, as a delegate under the Right to Information and Information Privacy Acts, and provide advice in response to privacy queries.
- Review and recommend improvements to IT systems and web resources supporting the compliance program.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may:

- Be required to perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training.
- Be required to participate in job rotation or multiskilling in consultation with their supervisor.
- Work across campuses.

### Type of appointment

This appointment will be offered on an ongoing, full-time basis.

### Location

Kelvin Grove campus.

## Selection Criteria

1. Education, training and/or relevant experience equivalent to postgraduate qualifications or progress towards postgraduate qualifications in a relevant field with extensive relevant experience.
2. Demonstrated ability to interpret legislation and policy in order to provide accurate and timely advice.
3. Demonstrated track record in the implementation of governance or compliance functions within a large, complex and diverse organisation.
4. Demonstrated highly developed written communication skills, with demonstrated policy development skills and the ability to research and prepare a range of complex documents, presentations and communications.
5. Demonstrated initiative and the ability to undertake high-level strategic analysis, including the ability to work independently to organise and direct complex and long-term projects to meet deadlines.
6. Demonstrated highly developed interpersonal communication skills including experience in liaising with internal and external stakeholders at a variety of levels, negotiating outcomes and taking a consultative approach to achieve positive outcomes.
7. Demonstrated attention to detail and a high degree of accuracy with minimal supervision.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.