



Position Description – Associate Director, Compliance, Policy, and Contract Services

Position Details

Position Title:	Associate Director, Compliance, Policy, and Contract Services
Portfolio:	Office of the Vice-Chancellor
Group:	University Secretariat and Academic Registrar's Group
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Portfolio/Group

The Office of the Vice-Chancellor (OVC) Portfolio supports the Vice-Chancellor and President in all aspects of their work, and provides specialist strategic advice on, and has oversight of, enterprise governance, compliance, policy, regulatory, and student lifecycle functions, activities and services.

The OVC Portfolio comprises two groups: the Executive Office, and the University Secretariat and Academic Registrar's Group.

The Executive Office provides strategic, executive, and advisory support to the Vice-Chancellor, and facilitates their engagement with a diverse range of stakeholders including the university community, industry, external partners, as well as the executive and other stakeholders. The Executive Office sets and advises on the "rhythm of the business" to support the flow of ideas and actions across the University, and oversees executive operations including provision of advice and secretariat support for the University Executive Committee. The Executive Office also supports the Vice-Chancellor's strategic work program to ensure longitudinal alignment with RMIT's Mission, Vision, Strategy, and Values.

The University Secretariat and Academic Registrar's Group (USARG) is responsible for a range of governance, compliance, regulatory, and student lifecycle activities from enrolment through to graduation. The USARG operating environment is highly complex in view of more than 99,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners. The USARG has a staff establishment of around 145 EFT across Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the USARG include: **Academic Governance and Systems:** government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); **Enrolment and Student Records:** student financials governance, student records, enrolment compliance and records, student visa and identity compliance, and global student records; **Completions and Graduations:** program completions and graduation ceremonies; **University Secretariat:** Council Committees and controlled entities; **Education Regulation, Compliance and Assurance:** regulatory compliance and assurance; **Office of the University Secretary and Academic Registrar:** complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

<https://www.rmit.edu.au/about/governance-management/rmit-structure/ovc>

Position Summary

The Associate Director, Compliance, Policy, and Contract Services is accountable for the management of enterprise compliance, policy and contract services functions and leadership of respective teams. The position has a particular focus on and subject matter expertise in compliance matters and provides authoritative advice to internal and external stakeholders across the RMIT Group.

The Associate Director oversees the Central Compliance function including the University Obligations Register, legislative change advisory, Conflict of Interest framework, defence trade controls and sanctions, foreign interference due diligence, and prepares reporting for management and governance committees.

The Associate Director oversees the Central Policy function inclusive of the University Policy Governance framework, University Policy Register, associated policy development, approval, review and assurance processes, and also supports the University Policy Manager with reporting and respective responsibilities.

The Associate Director oversees the Contract Services function including contract management processes, systems, stakeholder training, the Gifts, the Benefits and Hospitality Register, and associated reporting.

Reporting Line

Reports to: Deputy Academic Registrar and Director

Direct reports: 4

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

1. Lead the management of compliance, policy and contract management activities across the RMIT Group inclusive of controlled entities and RMIT Vietnam.
2. Oversee the implementation of the compliance, policy, and contract management frameworks by RMIT Vietnam.
3. Embed a culture of compliance throughout the University, including all of the University's controlled entities, while understanding the University's operating environment, policies, strategic objectives and risk profile.
4. Lead the University's compliance activities including managing and reporting to Council as required in relation to defence trade controls and sanctions, foreign interference, conflict of interest (including disclosures) and the application of the Delegation of Authority Policy in relation to contract administration.
5. Provide strategic advice to internal stakeholders on complex matters including in response to new initiatives that have a potential impact on compliance obligations, as well as advice on the general application of the policy governance framework to the University's activities.
6. Develop and implement an enterprise-wide compliance management framework.
7. Ensure University tools and resources used to meet compliance and policy obligations are compliant with legislation and reflect best practice.
8. Lead and oversee the implementation of a contract management system.
9. Deliver training to University staff on matters of compliance, policy and contract management, and maintain a proactive approach in monitoring compliance across the RMIT Group.
10. Develop and implement relevant and meaningful reporting for governance bodies, senior management and other stakeholders.

11. Develop and embed a culture of service excellence, as well as continuous improvement and quality assurance across the team.

Key Selection Criteria

1. Proven leadership ability including experience in motivating, influencing and empowering others to achieve exceptional results, as well as engage effectively as a team.
2. Well established and demonstrated understanding of compliance, policy and governance principles, and detailed knowledge of and experience in interpreting and applying regulatory and legal frameworks.
3. Exceptional problem solving and analytical ability including a strategic mindset, applying reasoning and sound judgment, and the ability to successfully navigate operational complexity and ambiguity.
4. Excellent interpersonal and communication skills including the capacity to collaborate, negotiate, build and maintain effective and productive relationships with a wide range of internal and external stakeholders delivering upon expectations.
5. Excellent oral and written communication skills, including a demonstrated ability to produce clear briefs and reports on complex issues and concepts as well as communicate the same for decision making purposes.
6. Demonstrated capacity to conceptualise, develop, implement and review major enterprise level professional, management, governance, policy or administrative frameworks.
7. Proven understanding of and commitment to service excellence, as well as the ability to identify and implement innovation, continuous improvement and best practice opportunities, and adapt to, deliver and influence change.
8. A strong understanding of and experience working within a University or other complex, fast-paced and dynamic environment.

Qualifications

A relevant tertiary qualification and/or extensive relevant experience. Qualifications in law, governance or compliance would be highly regarded.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Anthony Falzon Title: Deputy Academic Registrar and Director Date: 27 August 2025	Approved:	Signature: Name: Connie Merlino Title: University Secretary and Academic Registrar Date: 27 August 2025
------------------	-------------------------------------------------------------------------------------------------------------	------------------	------------------------------------------------------------------------------------------------------------------