



Position Description – <Insert Position Title>

Position Details

Position Title:	Compliance Coordinator – Reviews and Reports
College/Portfolio:	Office of the Vice-Chancellor
School/Group:	University Secretariat & 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 7
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 Compliance Coordinator - Reviews and Reports supports RMIT's independent compliance assurance activities and reviews/audits with all relevant education legislation and regulations.

The Compliance Coordinator works as part of a small team that is responsible for delivering an annual program of work that assures quality, identifies and manages institutional education regulation risks and outcomes, cyclical compliance monitoring and reporting activities in relation to the relevant education regulation standards and acts.

The role supports the university's response to meeting its regulatory education compliance assurance accountabilities through delivering an assurance workplan and will be responsible for contributing to

cyclical education quality regulation and compliance reviews and assessments, and in accordance with relevant external regulatory strategies and initiatives.

The role will work within and across teams that will operate with tact and discretion in dealings with all members of the university community, particularly where sensitive compliance matters are shared, disclosed and need attention.

Reporting Line

Reports to: Senior Compliance Manager, Reviews and Reports (ERCA)

Direct reports: None

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

- Support the development and delivery of RMIT's annual ERCA assurance workplan to ensure appropriate and meaningful coverage of various regulatory instruments, standards; and alignment with operational cycles (and strategies) and regulatory cycles relevant to a multi-sector environment.
- Assist in the design of frameworks to respond to internal and external regulatory trends and activities including to develop and enhance compliance assurance tools, a templated approach, consistent documentation and records management processes, governance engagement and reporting mechanisms.
- In conjunction with members of the Reviews and Reports team, assist in the identification, prioritisation and facilitation of cyclical education quality regulation and compliance reviews and assessments for key initiatives and assurance projects that traverse multiple areas of the institution - colleges, schools, or portfolios - providing relevant compliance insights linked to key University initiatives, risks and quality standards.
- Support successful approaches to "deep dive reviews" and other reviews as per ERCA review typologies, to provide assurance and an independent Line 2 opinion and evaluation on education quality, regulation, and compliance management.
- Assist in enhancing the maturity of the team's reporting capability and proactively seek systems solutions, efficiencies and advance the technical capability within the reporting framework.
- Support the development and on-going design and modification of the assurance framework, for the provision of operational recommendations and governance to support operational ownership and institutional maturity towards self-assurance.
- Provide administrative and technical support to an assurance cross-functional 'squad' in the event of high risk, critical and/or urgent regulatory, statutory or compliance and breach issue responses.

- Support the delivery of assurance review outcomes and communicate to peers across the University on regulatory compliance and monitoring strategies, policies and processes.
- Support the delivery of timely advice in relation to compliance recommendations and any issues, applying skills and knowledge on the external regulatory environment and also applying this knowledge to the RMIT context.
- Actively engage in building improvement and innovation into education regulatory compliance activities, to ensure a positive and quality experience for all RMIT staff and students, aligned and relevant to external regulatory priorities.

Key Selection Criteria

1. Outstanding scheduling and organisational skills, with excellent attention to detail and to meet team and management timelines.
2. Good understanding to interpret regulatory requirements, threshold requirements and standards in an education context, relevant to Australian and international education and the operations of a global university.
3. Knowledge of academic and administrative policies and procedures and knowledge of relevant legislation and implications for the broader organisation, and the ability to make related recommendations and advice to ERCA managers.
4. Strong communication skills and the ability to work and make decisions autonomously.
5. Capable at adapting and/or re-prioritising projects and tasks at short notice, to assist team and managers in meeting unexpected and tight legislative or statutory deadlines at short notice.
6. Ability to assess risks and think critically in a fast and dynamic compliance environment.
7. Proven analytical and problem-solving skills to drive and solutions for colleagues.
8. Strong report writing and capability to deliver presentation and action plans to colleagues.
9. Keen to learn and in possession of a good growth mindset; RMIT experience highly regarded.

Qualifications

A relevant tertiary qualification and experience in an assurance or compliance environment in a University, RTO, multi-sector environment, or an equivalent combination of relevant experience from a regulatory or tertiary education environment.

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: Janelle Williams Hurey Title: Senior Compliance Manager, Reviews and Reports Date: August 2026	Approved:	Signature: Name: Kate Fitzgibbon Title: Director, Education Regulations, Compliance and Assurance Date: August 2026
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