



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Compliance Officer
Classification/Level under the Enterprise Agreement (if applicable)	Level 5
Management Level	Administration / Support
Faculty / Portfolio	Vice President, Operations
School / Division	Legal Services, Assurance and Integrity
Main Location(s)	Wollongong Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Compliance Officer is responsible for supporting the University with the development, implementation, and monitoring of the compliance framework. This role supports the University meet its legislative, regulatory, policy and information obligations across academic, research, and operational domains. This role will assist the Senior Manager, Compliance in delivering training and awareness campaigns to support a culture of integrity, accountability, and ethical conduct.

Position Environment

The Integrity, Legal & Governance Division provides the University with the legal, governance, integrity and assurance capability required to meet its statutory obligations, manage institutional risk, and operate with transparency and accountability. The Division serves as a key advisory function to the Vice-Chancellor, Senior Executive, University Council and the broader University community.

The Division comprises seven business units: Legal and Policy, Governance, Risk and Compliance, University Secretariat, Complaints and Investigations, Safe and Respectful Communities, Wellbeing and Safety and Internal Audit. Together these units deliver professional legal services; enterprise risk management, compliance and internal audit; institutional integrity and conduct functions including complaints management, public interest disclosure and conflicts of interest oversight; and work health and safety advisory and wellbeing programs. Through the Complaints and Investigations function and the Safe and Respectful Communities team, the Division provides independent, trauma-informed and procedurally fair responses to complaints, conduct matters and disclosures; supporting a university community in which people feel safe to speak up and confident that concerns will be handled with care, transparency and rigour.

Through its governance and secretariat functions, the Division provides expert advice, manages the University's delegations and policy frameworks, and delivers secretariat services to the Vice-Chancellor, University Council and its committees. It coordinates University Council, Faculty and Student elections and supports governance capability across the institution while promoting a culture of accountability and continuous improvement.

The Division operates in an environment of significant institutional and regulatory complexity, requiring high standards of professional judgement, discretion and stakeholder engagement.

Major Responsibilities

1. Provide administrative support to the Risk, Compliance and Assurance Unit within the Legal Services, Assurance and Integrity Division
2. Act as the first point of contact for clients and visitors by taking initial enquiries and dealing with requests for services.
3. Draft, review, and update compliance-related correspondence
4. Collaborate with legal and academic units to ensure policies align with institutional goals and legal requirements.
5. Conduct compliance risk assessments and develop mitigation strategies and administer the UOW compliance framework.
6. Assist in developing and delivering training on compliance.
7. Contribute to project work and initiatives that enhance compliance practices
8. Act in accordance with University policies as amended from time to time, the Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to Equity, Diversity and Inclusion.

9. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - <https://www.uow.edu.au/about/services/safe-at-work/whs-framework/>

Reporting Relationships and Other Key Contacts

Position reports to	Senior Manager, Compliance
Positions supervised by this position	n/a
Other key contacts and stakeholders	Senior Manager, Information Compliance Senior Manager, Internal Audit Director, Governance, Risk and Compliance Senior Manager, Risk and Assurance

Selection Criteria

- Ability to interpret legislation and communicate compliance requirements.
- Strong customer service and confidentiality handling.
- Analytical and problem-solving skills with attention to detail.
- Initiative in process development and continuous improvement.
- Experience in compliance related roles.
- Ability to deliver training and influence staff.
- Experience in tertiary or public sector environments.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.



- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	9 July 2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	9 July 2028

