

POSITION DESCRIPTION

Associate Director, Governance and Compliance



POSITION DETAILS

Position Title	Associate Director, Governance and Compliance
Position Number	TBC
Directorate	Office of the Executive Director, Strategy and Planning
Classification	Operational Manager
Location	Parramatta City – 1PSQ Campus

POSITION PURPOSE

The Associate Director, Governance and Compliance is responsible for leading corporate and student governance functions across The College, ensuring robust governance frameworks, effective decision-making processes, and compliance with legislative, regulatory and institutional requirements. The role supports the achievement of The College's strategic objectives through the provision of high-quality governance services, records management and oversight of governance-related processes.

The position leads governance support across The College, and is responsible for the preparation of governance reports, managing responses to incidents and complaints, supporting regulatory and institutional submissions, and driving continuous improvement in governance and compliance practices.

KEY ACCOUNTABILITIES

The following are the key accountabilities of the position:

- Policy Management and Institutional Frameworks
 - Coordinate the development, review and implementation of policies, procedures and governance frameworks across The College.
 - Ensure governance instruments remain current, compliant and aligned with regulatory and organisational requirements.
 - Lead the policy review schedules and compliance obligations.
- Compliance and Regulatory Oversight
 - Monitor and coordinate compliance with legislative, regulatory and institutional requirements relevant to The College.
 - Support the development, implementation and continuous improvement of governance, compliance and policy frameworks.

- Coordinate regulatory reporting activities and institutional submissions to external agencies and stakeholders.
- Identify compliance risks and work with stakeholders to implement appropriate mitigation strategies.
- Provide governance and compliance advice to managers and staff across The College.
- Case Management and continuous improvement
 - Coordinate governance oversight of incidents, complaints, appeals and misconduct matters across The College.
 - Monitor the timely investigation, resolution and reporting of governance-related matters.
 - Prepare reports, briefings and analyses relating to complaints, incidents and emerging issues.
 - Identify trends and opportunities for continuous improvement arising from complaints and incident data.
- Reporting, Assurance and Risk Management
 - Lead the preparation of governance reports, briefing papers and submissions for committees, executive forums and external stakeholders.
 - Analyse governance, compliance and risk information to support evidence-based decision-making.
 - Monitor governance actions and recommendations to ensure timely implementation and closure.
 - Support risk management and assurance activities by providing governance advice, reporting and oversight.
 - Contribute to and lead internal and external quality reviews and assurance processes.
- Continuous Improvement and Review
 - Lead governance, compliance and quality review activities across The College to ensure ongoing effectiveness, efficiency and compliance.
 - Coordinate cyclical reviews of governance frameworks, policies, procedures and operational practices, ensuring alignment with legislative, regulatory and organisational requirements.
 - Identify opportunities to strengthen governance processes, controls and systems through data analysis, stakeholder feedback, incident trends and assurance activities.
 - Lead continuous improvement initiatives arising from audits, reviews, complaints, incidents, risk assessments and compliance monitoring activities.
 - Monitor and report on the implementation of improvement actions and recommendations to ensure sustainable organisational outcomes.
 - Foster a culture of continuous improvement, accountability and evidence-based decision-making across The College.
- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

The following qualifications, experience and skills are required to perform the key accountabilities of the position:

- Relevant tertiary qualifications in governance, business, law, public administration, risk management, education or a related discipline, together with substantial experience in governance, compliance, quality assurance or a similar role.
- Demonstrated experience leading governance and compliance functions within a complex organisation, including the implementation and maintenance of governance frameworks, policies, procedures and reporting processes.
- Demonstrated understanding of legislative, regulatory and compliance requirements, with the ability to interpret and apply complex policy, governance and regulatory frameworks.
- Demonstrated extensive experience in leading and managing compliance and governance programs.
- Demonstrated experience coordinating and managing governance-related incidents, complaints, investigations and reporting processes, ensuring procedural fairness and compliance with organisational requirements.
- Demonstrated ability to lead reviews, audits and continuous improvement initiatives, translating findings into practical recommendations and measurable organisational improvements.
- Demonstrated high-level interpersonal and influencing skills with the capacity to develop effective working relationships to foster a high level of quality and compliance across a broad range of disciplines and functions.
- Highly developed analytical, research and problem-solving skills, including the ability to prepare high-quality reports, submissions, briefing papers and governance documentation for senior audiences.
- Demonstrated experience managing governance records, registers and information management processes, ensuring compliance with legislative and organisational requirements.
- Demonstrated ability to manage multiple priorities, meet competing deadlines and deliver high-quality outcomes in a complex and fast-paced environment.
- Demonstrated ability to use initiative, exercise judgement and discretion in dealing with sensitive matters, building and managing stakeholder relationships.
- It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.

CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with The College policies and the requirements of relevant legislation, awards and agreements. The position operates under the broad direction of the Executive Director, Strategy and Planning.

KEY RELATIONSHIPS

This position reports to the Executive Director, Strategy and Planning.

This position is responsible for providing cross-functional leadership across a range of areas within The College. This position does not currently have direct reports. However, the role may be required to supervise staff in the future, subject to organisational requirements.

Success in the role will depend on developing and maintaining positive relationships with:

- The College Executive Team
- Teaching and professional staff within The College
- Stakeholders across the University including within the Compliance Management Program and Education Quality and Policy

CHALLENGES

The following are the key challenges of the position:

- Balancing governance requirements with operational needs including ensuring robust governance, compliance and risk management practices are maintained while supporting efficient and effective operational decision-making across diverse areas of The College.
- Navigating a complex regulatory and stakeholder environment by managing compliance with evolving legislative, regulatory and other requirements while balancing the expectations of multiple internal and external stakeholders and maintaining strong governance outcomes.
- Driving continuous improvement and governance maturity including leading a culture of continuous improvement by identifying opportunities to strengthen governance frameworks, policies, systems and processes, whilst ensuring improvement initiatives are effectively implemented and embedded across the organisation.
- Managing multiple priorities in a dynamic environment including coordinating governance reporting, committee processes, incidents, complaints, compliance obligations and review activities within a fast-paced environment characterised by competing deadlines and changing organisational priorities.

THE COLLEGE EXPECTATIONS

The College expects that all employees are aware of, and comply with legislation and The College's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved By Joel Walker, Executive Director, Strategy and Planning

Date 16 September 2026