

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

**UNIVERSITY OF NEW ENGLAND  
POSITION STATEMENT**

**School / Directorate:** International Marketing and Pathways

**Position Title:** International Development and Compliance Officer

**Classification Level:** HEO Level 6

**Classification Date:** 1 May 2009

**Reports to:** Director – International Marketing and Pathways

**DIMENSIONS OF THE DIRECTORATE:**

The primary focus of the International Marketing and Pathways unit is to:

1. Grow the international student program in Armidale (Armidale Internal or Full-time and Distance Education)
2. Develop UNE's relationships in China and other key countries (Pathways and Advanced Standing) to supply an increasing number of students
3. Support the development and operations of UNE's Partner Domestic Study Locations for international students (ISBT, TOP and others)
4. Build UNE's agent network on a country by country basis
5. Enhance communication, cooperation and planning with Faculties/Schools in building their international student program, including the introduction of new high demand international programs
6. Comply with State and Commonwealth legislative and peak body requirements relevant to the admission of full-time international students and in the advertising and promotion of UNE courses to intending international students
7. Continue the development and improvement of sales and promotional materials and IM&P's prospective International student website to boost applications
8. Develop, promote and manage UNE's Exchange and Study Abroad program, and Build UNE's presence in the Scholarship market (AusAID and In country)

This position will provide specialist expertise and liaise closely with staff of the Directorate, English Language and International Services, Faculties and Schools, Student Administration and Services, Research Services, Marketing and Public Affairs. This position will also work closely with external organizations and partner institutions to identify opportunities, maintain networks and ensure compliance with legislative and University requirements.

In supporting the objectives of the Unit, the incumbent will be required to travel overseas from time to time .

**POSITION OBJECTIVE:**

The International Development and Compliance Officer will be responsible to the Director, International Marketing and Pathways for coordinating the development of international partnerships, monitoring the operation and planning of domestic and international projects, developing and reviewing key operating protocols and procedures relating to the University's legislative compliance in the provision of education and services to full time international students. The appointee will actively contribute to the development of the University's International Plan and IM&P's Operational Plan, coordinate visits by the University's strategic international partners and provide expertise and services to key University Committees, Country Interest Groups and staff. The International Development and Compliance Officer will provide leadership and specialist support in the delivery of the required services.

**DUTIES:** Under general direction

1. Develop, administer and review key operating protocols, procedures and guidelines in relation to the University's legislative compliance in terms of the provision of education and related services to international students.
2. Continuously monitor the smooth operation and planning of domestic and international projects, and analyse and report significant difficulties and provide recommendations for solutions to the Director IMP.
3. Prepare administrative and planning advice on matters relating to the development of international relationships as required.
4. Actively contribute to the UNE International Plan and undertake research and analysis in support of it's development.
5. Ensure the ongoing monitoring of the University's compliance with all legislation and peak body codes/practices relating to the provision of education to full-time international students.
6. Prepare for and undertake National Code audits of domestic partners.
7. Participate in the development and monitoring of IM&P Plans and directions, including Operational Plan and Country Strategies/Priorities.
8. Undertake special projects requiring the use of specialist expertise at the request of the Director, IM&P. These projects may include but are not limited to Accreditations and other Submissions.
9. In consultation with the Director, IM&P support Schools/Faculties in the development of achievement of their international plans and directions.
10. Provide a central point of contact for potential international relationships.
11. Provide specialist expertise and services to key University Committees and oversee the implementation of action items from committees
12. Draft documentation for submission to Legal Office and liaise with the Legal Office on the progress of documentation.
13. Review formal agreements in conjunction with the Legal Office.

14. Prepare a Communication Strategy to ensure effective communications between UNE and potential and existing international organisations and domestic partners.
15. Manage the project management database including monitoring, communication and reporting of key contract dates and UNE's ongoing liability toward its students at Partner locations.
16. Manage the compliance database.
17. Participate in Integrated Project Management (IPM) team meetings as required.
18. Provides specialist support, including research to the Director (International Marketing and Pathways) as required.
19. Coordinate visits by strategic international partners.
20. Coordinate the development of informal Country Interest Groups, including the creation of virtual groups and developing web support tools.
21. Manage international protocols extending to international guests, including invitations, arrival and pick up, itineraries etc.
22. Responsibilities associated with Risk Management. A comprehensive list of responsibilities associated with the Risk Management Coordinator role, can be found <http://www.une.edu.au/risk-management/risk-managment.php>
23. Ensure that University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance are applied in relation to the responsibilities of this position.
24. Other duties appropriate to the position as required.

**QUALIFICATIONS AND SELECTION CRITERIA:**

1. A relevant degree with experience in either the governance, delivery or promotion (recruitment and sales) of Australian higher education for the international export industry; or an equivalent combination of relevant experience and/or education/training.
2. Excellent oral and written communication and interpersonal skills with the ability to liaise at all levels within the University and external stakeholders.
3. Demonstrated ability to research, analyse and interpret proposals and legislative requirements including the dissemination of information and preparation of proposals and responses.
4. Demonstrated experience in developing and reviewing policy, procedures and guidelines.
5. Experience in the provision of high-quality client-focussed services.
6. Demonstrated experience in working with people of culturally diverse backgrounds.
7. Demonstrated experience in undertaking and managing projects to their successful completion.
8. Demonstrated high-level planning, analytical, problem solving and reporting skills with ability to set priorities and cope with competing deadlines.

9. Proven ability to work either independently, as a team leader or as a member of a team.
10. Demonstrated excellent computer skills using a range of relevant software.
11. Awareness of occupational health and safety, risk management, records management quality assurance and EEO principles as they relate to position.