

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Executive, Legal, Risk & Compliance
Position Grade	E2 – Executive
Category	Executive
Campus / Unit	Sarawak Campus – Legal, Risk and Compliance (LRC)
Term of Appointment	Fixed-term Contract
Effective Date	October 2026

Position Purpose

The Executive, Legal, Risk & Compliance (LRC) provides high-level administrative, governance, and coordination support to the Head, LRC in delivering the objectives of Student and Corporate Services.

The role plays a key part in ensuring that legal, risk, compliance, and governance activities are well-coordinated, effectively executed, and appropriately documented, supporting the University's regulatory, governance, and operational requirements.

The position works closely with the LRC function to:

- Provide executive and administrative support to the Head, LRC, and the LRC office.
- Coordinate internal and external communications, and prepare reports, correspondence, and governance documentation as required.
- Support and monitor projects undertaken by the LRC function, ensuring timely follow-through and completion of actions.
- Provide executive support for governance and statutory meetings, including preparation of papers, minutes, action tracking, and follow-up.
- Liaise with government agencies, regulators, and external bodies, and contribute to building and maintaining effective working relationships.

The role requires:

- A sound understanding of the higher education environment, including regulatory, governance, and compliance considerations.
- Working knowledge of University structures, policies, and administrative processes, with specific understanding of Swinburne University of Technology Sarawak Campus operations.
- The ability to operate across both strategic and operational matters, exercising judgement and discretion as appropriate.

The position demands a high level of:

- Professionalism, diplomacy, and confidentiality in handling sensitive institutional and regulatory matters.
- Initiative and judgement, with the ability to work autonomously and manage competing priorities under pressure.
- Conceptual, analytical, and evaluative skills to support governance, compliance, and risk-related activities.
- Strong administrative management, written communication, and stakeholder engagement skills.
- Flexibility and versatility to respond to evolving priorities and regulatory requirements.

Participation on Committees

The appointee will be required to participate on relevant committees as needed for the efficient performance of duties and as directed by the Assistant Manager, Risk Management; or Head, LRC; or Director, Administration; or by authorised personnel.

Supervision Reporting Relationship

This position's supervisor / manager	Assistant Manager, Risk Management; or any other person as assigned by an authorised personnel
This position's subordinate	Officer(s) as assigned

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	ENTERPRISE RISK MANAGEMENT (ERM) AND BUSINESS CONTINUITY PLANNING (BCP)	- Support the implementation and continuous improvement of the University's Enterprise Risk Management (ERM) and Business Continuity Plan (BCP) frameworks. - Maintain and update the enterprise risk register and monitor the status of risk mitigation actions. - Coordinate risk assessments, workshops, and periodic risk reviews with relevant stakeholders. - Assist in the coordination, testing, and review of business continuity plans. - Prepare reports, analyses, and support documentation for management and governance committees. - Support risk awareness and training initiatives to promote a risk-conscious culture across the University. - Monitor risk appetite indicators and assist in reporting risk trends and emerging risks. - Follow up on internal audits, compliance, and risk assurance actions and maintain records of action status. - Support risk maturity assessments and assurance activities across the University.
2.	LEGAL AND COMPLIANCE	- Assist in reviewing agreements, contracts, and other legal documents to ensure compliance, accuracy, and risk mitigation. - Maintain and update the Policies and Regulations Directory and monitor the mandatory policy review cycle. - Support the monitoring of compliance with applicable laws and regulations, including the Personal Data Protection Act (PDPA) and other statutory requirements. - Maintain statutory records, licenses, registrations, and corporate documentation. - Assist in managing legal correspondence and responses to regulatory authorities. - Coordinate the review and updating of policies, procedures, and governance documents in collaboration with relevant departments. - Conduct preliminary legal research and prepare information for escalation to external legal counsel where necessary. - Support contract lifecycle management and document administration. - Assist in maintaining the University's compliance plan and monitoring compliance activities. - Coordinate annual compliance exercises, including evidence collection, verification, and reporting. - Support contract management digitalization initiatives and maintain related records.
3.	GOVERNANCE AND POLICY SUPPORT	- Assist in the development, review, and updating of governance policies, procedures, and related documents. - Monitor and maintain records to support compliance with Board and Council requirements. - Assist and support in coordinating periodic reviews of institutional charters, regulations, and governance manuals. - Maintain records of decisions, delegations, approvals, and other governance documentation. - Support the alignment of local governance documents with Swinburne Australia requirements where applicable.

4.	CROSS-FUNCTION COLLABORATION AND STAKEHOLDER SUPPORT	• Work collaboratively with faculties and administrative units to support legal, risk, and compliance activities. • Liaise with external agencies, regulators, legal advisers, and other stakeholders as required. • Support awareness programmes, training sessions, and briefings on legal, risk, and compliance matters. • Share information and good practices to promote effective governance and compliance practices across the University.
5.	REPORTING AND DOCUMENTATION	• Prepare reports, presentations, briefing materials, and supporting documentation for the Head, Legal, Risk and Compliance. • Maintain accurate and organized records, databases, registers, and documentation relating to legal, risk, compliance, and governance activities. • Provide administrative and coordination support for audits, regulatory submissions, compliance reviews, and other assurance activities, including the collection and compilation of supporting information. • Assist in consolidating information and supporting documentation relating to compliance attestations, risk assessments, audits, and review exercises. • Support the tracking and follow-up of action items arising from audits, risk reviews, compliance activities, and governance meetings, and maintain records of their status. • Maintain departmental reports, registers, and monitoring tools to support effective legal, risk, and compliance management.
6.	SUPERVISORY FUNCTION	Provide guidance and mentorship to the Officers who either has a direct line / indirect line of reporting.
7.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
8.	SWINBURNE VALUES AND CULTURES	• Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
9.	OTHER DUTIES	Any other duties as and when required and directed by the Assistant Manager, Risk Management; or Head, LRC; and/or Director, Administration; or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree from a recognised institution with at least three (3) years relevant work experience; Master's degree holder can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Some understanding of enterprise risk management, business continuity plan (BCP), compliance, and governance principles.	Essential
2.	Relevant working experience in legal, risk management, compliance, governance, audit, or administrative functions within a corporate or educational environment.	Essential
3.	Proven experience coordinating complex documentation, reports, and meeting materials with multiple stakeholders and tight deadlines.	Essential
4.	Ability to maintain confidentiality, professionalism, and integrity when handling sensitive information and documents.	Essential
5.	Good organisational skills and experience in managing registers, records, policies, contracts, or compliance-related documentation with a high level of accuracy and accountability.	Essential
6.	Good in using PowerPoint slides, AI tools, Microsoft applications (words, excel, etc).	Essential
7.	Good written and verbal communication skills, including the ability to prepare reports, meeting papers, and correspondence.	Essential
8.	Ability to work independently and collaboratively with stakeholders across different departments.	Essential
9.	Ability to coordinate multiple tasks, monitor timelines, and follow up on action items in a timely manner.	Essential
10.	Familiarity with institutional governance structures, committee administration, and policy management processes.	Highly Desirable