COLLEGE OF LAW

POSITION DESCRIPTION

Position Title	Policy Manager
Band Classification	
Department	Governance Secretariat
Location	Sydney Head Office
Reports to	Chief Governance Officer & Company Secretary

The College of Law

The College of Law is the largest provider of practice-focused legal education in Australia and New Zealand with a college in the United Kingdom and is renowned for its practical training programs for lawyers at all career stages. Since 1974, it has set the industry benchmark by prioritising real-world legal skills, supported by over 100,000 alumni and a strong network of professional practitioners as instructors.

With campuses in major business districts and deep links to the legal industry, the College offers flexible, relevant education tailored to professional needs. Its self-accrediting status from relevant Tertiary Authorities affirms its reputation as a trusted authority and pioneering non-university provider of legal education.

Overview of Department

The governance function of the College of Law Australia, covering operations in Australia, New Zealand, and the UK, serves to ensure ethical leadership, strategic oversight, and compliance with statutory, academic, and regulatory obligations across all jurisdictions. The governance structure comprises a Board with ultimate accountability, supported by various committees and academic boards, which collectively oversee risk management, policy formation, the quality of education, and the alignment of college activities with its mission and legal requirements.

In addition to monitoring organisational performance, the governance function enables transparent decision-making and effective delegation of management tasks, ensuring the college meets its obligations as a self-accrediting, practice-focused educational institution. It fosters trusted relationships with government, industry, and statutory authorities, maintaining the integrity, reputation, and effectiveness of the College of Law across diverse regions and legal frameworks.

Purpose of Role

The purpose of the Policy Manager position is to ensure that the College of Law operates across Australia, New Zealand and the United Kingdom with robust, up-to-date, and effective governance and across academic and corporate functions through strategic oversight and continuous improvement of policies and compliance mechanisms.

The role leads the development, review, and implementation of policies that meet regulatory requirements and align with organisational strategy. Accountability for conducting gap analyses, influencing stakeholders, and ensuring policies are clear, robust, compliant, and accessible.

The role is also critical in embedding a governance culture across the College of Law - training teams, enabling ownership, and introducing digital tools for policy management.

Key Accountabilities

1. Policy Framework: Develop and maintain a well-functioning policy framework and processes for academic and corporate policy governance, including methods and procedures applicable to all College stakeholders across multiple jurisdictions.

2. Training and Education: Training and development of staff regarding policy compliance and governance requirements, updates and applications.

3. Policy Review: review and update policies in consultation with relevant stakeholders through cyclical assessments, changes, incident/breach reviews, and regulatory and tertiary education updates, ensuring policies remain current, relevant, accessible and communicated. Undertake periodic gap analysis and identify opportunities for improvement. Explore responsible AI use and develop supporting procedures.

4. Policy Drafting: Partner with key stakeholders, including academic leaders, and senior executives and to draft, review and format policies at Group level , country, state levels, in the academic and corporate domain. Policies must be clear, compliant and achieve brand consistency.

5. Policy Index: Maintain a prioritised policy index for both internal and external stakeholders including the Board, Committees, Executive leaders, staff, regulators , public, and academic audiences.

6. Reporting: prepare as required reports for the College's Executive Leadership Team, the Audit, Risk and Compliance Committee, Academic Board and Board.

7. Monitoring: Monitor Policy implementation, compliance, breaches, and support the Risk and Compliance Manager with appropriate responses to incidents and breaches and management of investigations.

8. Policy Tool: Investigate, seek approval and implement an interactive policy and compliance application, supporting digital access document control systems and audit mechanisms for the College.

9. Influence and Escalation: Proactively influence decision makers to address gaps or deficiencies, even when recommendations may challenge existing practices.

10. Communication: Facilitate consultation and communication processes to ensure broad engagement and understanding of policies and any changes.

11. Collaboration: Contribute to organisational strategy by providing expert insights into policy trends and risks. Support business units in policy ownership while providing expert guidance.

Governance Secretariat

Contribute to the successful operation of the Governance Secretariat by providing timely, accurate information and support to the Academic Governance Secretary, Risk and Compliance Manager and Governance Officer.

Corporate Accountability
1. Financial: Prepare, manage and report on function's annual budget
2. People: This role has no direct reports
3. Risk: Comply with Risk Management policies

Delegations of Authority
1. Financial: Operating Expenditure up to $ 500
2. Contracts: No Authority to enter into contracts
3. People: No authority to hire or contract staff.

Qualifications

Tertiary qualification in Law, Public Policy, Business, or relevant discipline

Desirable certification Certificate IV in Compliance and Risk, Management or equivalent

Master's preferred but not essential.

Experience, Skills and Attributes

- 2-4 years demonstrated experience in policy management drafting and compliance within an academic, legal, or public-sector environment.

- Experience in drafting, reviewing, and updating complex policy frameworks and compliance instruments.

- Experience in Education or other regulatory and legislative environments eg health and aged care

- Experience in drafting management and Board reports.

- Familiarity with regulatory (data, cyber and privacy) and legislative environments relating to education.

- Familiarity with Policy software

- Competent with M365 applications in particular SharePoint and Teams and compliance software

- Competent AI skills

- Strong integrity and commitment to ethical governance

- Strategic and forward-thinking mindset with a focus on continuous improvement

- Strong interpersonal and stakeholder management skills for collaboration and training.

- Excellent communication and writing skills and able to simplify complex regulatory information for diverse audiences.

- Impeccable attention to detail and capacity to manage confidential information

- Ability to manage conflicting priorities, multiple tasks and deadlines under pressure

- Proven ability to influence and manage stakeholders for collaboration and training

- Ability to work in a team environment

- Professionalism, diplomacy, accountability and a collaborative mindset

Embrace and demonstrate the Values and Behavioural Anchors of the College.

Position specific competencies

Company/Business Perspective

Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Development of Self and Others

Demonstrates flexibility in actively seeking to learn new skills and jobs and willingly sharing knowledge and skill with others.

Grasp of Situation

Diligently seeks both reliable data and information from others to reach conclusions and makes decisions on a broad basis of facts and confirmed patterns and trends.

Persistence

Demonstrates discipline in maintaining procedures, standards and schedules until they are improved or discontinued.

Problem Solving

Goes beyond temporary fixes and seeks to grasp what is actually happening with problems, find their causes and prevent the problems from reoccurring.

Process Management

Monitors performance data and visual indicators and uses systematic problem response to control process functioning and assure targeted results.

Behaviour Anchors

The six behaviour anchors underpin the values and behaviours expected of employees of the College

1. **Growth and Customer Focus**

Recognises that we need to think different in order to grow. Does a superb job for our customers every day in quality, delivery, value & technology. Understands the needs of the organisation and

its customers (internal and external) and undertakes to provide a sound level of service, treating the customer with respect. Has the courage to say 'no'. Interacts with the best interests of the organisation in mind. Supports the vision for growth (end state and how to get there) and works well with others to achieve the end state.

2. **Achieves Results**

Takes accountability for the achievement of great results. Translates The College's requirements into action. Comfortable in accepting accountability for self. Displays determination to undertake and complete activities. Employee displays adaptability and resilience to complete activities. Motivated and displays initiative. Results focused.

3. Find better ways

Optimises key processes by finding better ways to do things, more efficiently and more effectively in cooperation with others. Is able to recognise where improved performance is required. Is able to communicate why improved performance is required. Demonstrates the ability to plan for improvements. Is able to participate in the design and development of solutions to close any performance gaps. Is able to implement and evaluate the results.

4. College-wide mindset

Views work and opinions from all relevant perspectives and sees The College as an integrated body. Understands when a "best for College" decision needs to be made and supports this. Works against 'silo' thinking and behaviour. Clearly articulates issues. Actively listens. Careful and considered in the use of language and tone.

5. Teaching, Technical and Functional expertise

Being capable and effective in own area of expertise. Employee holds the necessary qualifications in their field. Employee has necessary level of experience and demonstrated competency to operate in their field. Employee is dependable and responsible. Transacts work activity in an ethical, professional and legal manner. Encouraging and supportive.

6. Teamwork

Interacts and collaborates with others to build good, working relationships across The College. Works effectively as a team member supporting their role in the team and other team members. Encourages a greater sense of trust between team members. Is able to identify and work with the team to remove or overcome barriers to the team functioning effectively. Encourages good behaviours and has the ability to recognise where improved performance is required. Recognises that people have different values and opinions which individuals have a right to hold. Is self-aware of the impact of own actions.