Position Description – *International Compliance Officer*

Updated 4/11/2026

POSITION DETAILS	
Portfolio	**Deputy Vice-Chancellor (Students)**
Organisational Unit	**Student Experience and Management**
Supervisor (Title)	**Manager, International Compliance**
Classification	**Higher Education Officer Level 5**
Employment Type	**Continuing, full-time**

POSITION SUMMARY

The International Compliance Officer supports the University's compliance with its obligations for international students under the Education Services for Overseas Students (ESOS) legislative framework. The position undertakes operational monitoring of international student enrolment, course progress, course duration and related visa compliance matters; completes required reporting through PRISMS; and maintains accurate compliance records and data. Working closely with the Manager, International Compliance and relevant student administration, support and academic areas, the role identifies and follows up potential compliance issues, resolves data discrepancies and contributes to timely, accurate and consistent regulatory reporting and compliance processes.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.



KEY POSITION RESPONSIBILITIES

The International Compliance Officer is accountable for:

1. Monitoring international student enrolment and visa compliance data to identify students who may not be meeting visa, enrolment or other relevant requirements under the ESOS Act and National Code 2018, and escalating matters requiring further assessment or action.
2. Monitoring student enrolment load, course progress, course duration and other relevant student circumstances, undertaking routine checks and follow-up, and maintaining accurate records of compliance activities and outcomes. If required, take appropriate measures in order to extend visas, including re-issuing Confirmation of Enrolments.
3. Undertaking regulatory reporting through PRISMS, including processing required reports and variations relating to student enrolment and circumstances, ensuring information is accurate, complete and submitted within required timeframes.
4. Reviewing student and enrolment information across relevant University systems to identify discrepancies or changes that may affect student visa compliance or reporting obligations and following up with relevant areas to obtain or verify information.
5. Liaising with Admissions, Enrolment, International Student Support, academic areas and other relevant teams to obtain information, coordinate routine compliance actions and resolve data or reporting issues relating to international students.
6. Maintaining compliance records, registers and reporting information, and preparing routine reports and data to support monitoring of international student visa compliance and the University's regulatory obligations.
7. Undertaking other responsibilities consistent with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of experience and/or education and/or training.
- Knowledge of, or ability to rapidly develop knowledge of, the ESOS Act, National Code 2018 and international student visa compliance requirements.
- Demonstrated ability to monitor and interpret student, enrolment and compliance data with a high level of accuracy and attention to detail.
- Strong organisational skills, including the ability to manage competing priorities and meet regulatory deadlines.
- Effective to well-developed written and verbal communication and interpersonal skills.
- Demonstrated ability to work collaboratively with a range of stakeholders.
- Informed judgement and ability to identify and escalate compliance issues appropriately.



- Demonstrated ability to use student administration, reporting and/or information systems effectively.
- Experience using PRISMS and/or university student management systems *(desirable)*.

