


EDUCATIONAL COMPLIANCE OFFICER
POSITION DESCRIPTION

Position Title:	Educational Compliance Officer	Position Number: 17895	Faculty/Division: Deputy Vice-Chancellor & Vice-President (Academic) (DVC&VP(A))
Classification:	HE07	No. Direct Reports & Highest Classified Position: N/A	School/Branch: Learning & Quality Support
FTE: 1.0	Reports to: Manager, Educational Compliance	Fixed X	Discipline/Unit:
Position Summary:	<p>The Learning and Quality Support Unit facilitates and oversees systematic and strategic approaches to the learning and quality assurance support processes across the University. In addition, it contributes to the achievement of the University's commitment to excellence in education through maintaining a robust system for quality assurance and educational compliance and by providing support to the academic community to enhance the quality and status of learning and teaching at the University.</p> <p>The Educational Compliance Officer is expected to effectively contribute to the maintenance of the Deputy Vice-Chancellor & Vice-President (Academic) policies and to provide professional support in relation to the quality assurance of academic information being made publicly available by the University.</p> <p>The Educational Compliance Officer will also be expected to assist with the University's preparation for re-registration as an Australian university, for re-registration on the <i>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)</i> as well as other quality assurance projects and tasks. The position may also be required to provide support to working parties and committees within the University.</p>		
Position Characteristics:	<p>Scope</p> <p>The Learning and Quality Support team, under the direction of the Director, Learning & Quality Support, operates within the Pro Vice-Chancellor (Student Learning) portfolio which has oversight of the University's educational compliance and academic quality assurance processes.</p> <p>The Educational Compliance Officer is expected to work under limited direction, with a degree of autonomy, to support the University's preparation for re-registration as an Australian university and contribute to the review and maintenance of the DVC&VP(A) policies.</p>		
Significant internal/external relationships	<p>Deputy Vice-Chancellor and Vice-President (Academic)</p> <p>Pro Vice-Chancellor (Student Learning)</p> <p>Director, Learning & Quality Support</p> <p>Executive Deans</p> <p>Associate Deans and Faculty managers</p> <p>School and Faculty Academic and Professional staff</p> <p>Central University services – International Office, Legal & Risk</p> <p>Tertiary Education Quality and Standards Agency (TEQSA)</p> <p>Australian Qualifications Framework Council Secretariat</p>		
Special conditions	Reasonable workplace adjustments will be made for people with a disability.		
Delegations	Nil		

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<p>Key Responsibilities and Outcomes</p>	<p>1</p>	<p>Educational compliance support</p>	<ul style="list-style-type: none"> ▪ Assist in the development, maintenance and implementation of policies within the Division of the DVC&VP(A) in the context of the University Policy Framework within minimum supervision ▪ Provide professional support to the University's preparation for re-registration as an Australian University and re-registration on the <i>Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)</i>. ▪ Assess the University's compliance with the <i>Tertiary Education Quality and Standards Agency Act 2011</i> and the <i>Education Services for Overseas Students Act 2000</i> and provide support to ensure that the University is compliant with this legislation and other relevant legislation. ▪ Assist with communication of the requirements of the <i>Tertiary Education Quality and Standards Agency Act 2011</i>, the <i>Education Services for Overseas Students Act 2000</i> and other relevant legislation. ▪ Liaise with staff and external organisations on matters related to educational compliance.
	<p>2</p>	<p>Quality assurance support</p>	<ul style="list-style-type: none"> ▪ Contribute to the University's quality assurance activities, including assisting in the design, implementation and maintenance of the university's quality assurance framework and contributing to processes related to quality audits of the University. ▪ Conduct institutional research through identification, collection, and analysis of background information and data relevant to quality assurance processes, including the drafting of reports and discussion papers. ▪ Liaise with staff and external organisations on matters related to quality assurance.
	<p>3</p>	<p>Committee Support</p>	<ul style="list-style-type: none"> ▪ Provide executive officer support and administrative support to committees and working parties.
	<p>Capabilities and Behaviours</p>		<ul style="list-style-type: none"> • Composes communications which convey specialised concepts in order to influence outcomes or decisions. • Negotiates agreement on complex issues • Encourages others to consider and attempt to improve existing systems and processes. • Demonstrates flexibility in thinking. • Shows responsiveness to emerging issues • Works collaboratively to reduce organisational 'silos'. • Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. • Builds collaborative working relationships with internal and external stakeholders. • Recognises critical issues for the organisation and seeks to raise and address these.
	<p>Criteria</p>		
	<p>Communication</p>		
	<p>Continuous Learning</p>		
	<p>Flexibility and Adaptability</p>		
	<p>Relationship Building</p>		
	<p>Teamwork</p>		
	<p>Leadership</p>		

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		<p>Strategic Thinking</p> <ul style="list-style-type: none"> Understands underlying problems, opportunities or political sensitivities affecting the University. 	<ul style="list-style-type: none"> Understands underlying problems, opportunities or political sensitivities affecting the University.
		<p>Achievement Drive</p>	<ul style="list-style-type: none"> Able to quickly prioritise conflicting demands and evaluate opposing arguments.
Knowledge and Experience		<ul style="list-style-type: none"> Demonstrated understanding and experience in undertaking compliance assessment and quality assurance activities. Demonstrated ability to analyse, review and develop policies and procedures and proven experience in providing detailed policy advice. Experience in synthesising large amounts of information, both qualitative and quantitative, and in preparing written reports. Demonstrated high-level analytical and problem solving skills Highly developed interpersonal skills, both verbal and written, including an aptitude for negotiation, consultation and a capacity to influence outcomes Highly developed organisational skills with the capacity to set meaningful priorities within a changing environment, systematic/methodical approach to problem solving within tight parameters and the ability to successfully balance competing priorities Knowledge and proven experience with committee structures and procedures and the ability to provide professional administrative support to committees. 	<ul style="list-style-type: none"> Understands underlying problems, opportunities or political sensitivities affecting the University. Able to quickly prioritise conflicting demands and evaluate opposing arguments. Demonstrated understanding and experience in undertaking compliance assessment and quality assurance activities. Demonstrated ability to analyse, review and develop policies and procedures and proven experience in providing detailed policy advice. Experience in synthesising large amounts of information, both qualitative and quantitative, and in preparing written reports. Demonstrated high-level analytical and problem solving skills Highly developed interpersonal skills, both verbal and written, including an aptitude for negotiation, consultation and a capacity to influence outcomes Highly developed organisational skills with the capacity to set meaningful priorities within a changing environment, systematic/methodical approach to problem solving within tight parameters and the ability to successfully balance competing priorities Knowledge and proven experience with committee structures and procedures and the ability to provide professional administrative support to committees.
Qualifications		<ul style="list-style-type: none"> A university degree with 4 years relevant work experience; or an equivalent combination of relevant experience and/or education and training. 	<ul style="list-style-type: none"> A university degree with 4 years relevant work experience; or an equivalent combination of relevant experience and/or education and training.
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
University Expectations		<p>All staff are expected to:</p> <ul style="list-style-type: none"> Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures. 	<p>All staff are expected to:</p> <ul style="list-style-type: none"> Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures.
Approvals: Head of School / Branch Manager	<p>Head of School / Branch Manager Name: Kim Weimer Signature:  Date: 18/12/14</p>	<p>Director Human Resources Name: Tassi Georgiadis Signature: Date:</p>	<p>Director Human Resources Name: Tassi Georgiadis Signature: Date:</p>
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position Name: (please print)</p>	<p>Signature: Date:</p>	<p>Signature: Date:</p>