

Position description

Director, Quality

Department/Unit	Office of the Vice-Chancellor and President
Faculty/Division	Portfolio of the Vice-Chancellor and President
Classification (salary rates)	Competitive remuneration package will apply
Work location	Clayton campus
Date document created or updated	

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Portfolio of the **Vice-Chancellor and President** is responsible for: University Strategic Plan and its implementation, high level coordination for and management and advice to, the Vice- Chancellor. The portfolio also provides leadership in University level governance, the management and delivery of key strategic and cross portfolio initiatives, Philanthropy, Alumni Relations as well as external relations and coordination of special events arranged on behalf of the Chancellor and the Vice- Chancellor. As part of these activities the portfolio provides leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

Position purpose

This position is responsible for managing the University's relationship with Tertiary Education Quality and Standards Agency (TEQSA) and ensuring compliance with regulatory requirements through leadership of major regulatory events such as re-registration. The position also has responsibility for the maintenance and oversight of the University's policy framework. In addition, the incumbent is responsible for drafting and/or reviewing government submissions relating to new or amended legislation and in response to policy reform. Further, the position contributes to the development and management of major strategic initiatives.

Key to the success of the position is maintaining collaborative working relationships with internal and external stakeholders and keeping abreast of emerging sector developments.

Reporting line: The position, working with significant autonomy, reports to the Chief of Staff and Director, Office of the Vice-Chancellor and President, who will provide broad supervision

Supervisory responsibilities: One direct report (position is currently vacant)

Financial delegation and/or budget responsibilities: This position has a financial delegation of up to \$50,000 and manages a small TEQSA budget

Key responsibilities

- Lead and manage the University's relationship with TEQSA, all major regulatory events such as provider re-registration, CRICOS re-registration, material change notifications, TEQSA risk assessments, thematic quality audits and any formal requests for information in response to ad hoc events
- Manage the maintenance and development of the University's Policy Framework and provide expert policy advice
- Monitor the external environment for government policy developments that may impact on the University and keep abreast of sector and Group of Eight submissions, contributing where appropriate to their development, as required
- Act as the primary University contact and as the Legal Compliance Officer for TEQSA and the TEQSA Act providing support to the University General Counsel in the event of any major investigation
- Ensure that all TEQSA process and information requirements are met and develop action plans in response to any matters emerging from these processes
- Coordinate University-wide consultation through the delivery of briefing sessions, information resources and discussion papers on standards and quality assurance policies and processes, and provide advice on the impact of any related government reforms on University activities
- Advise and collaborate with the Office of General Counsel and senior colleagues from Global Engagement to ensure that our international operations and partnerships comply with the institution's strategic intent as well as the relevant regulatory authorities
- Advise Monash's international campuses and partners and contribute to equivalent international registration and accreditation agencies (e.g. Malaysian Qualifications Agency, Singapore Council for Private Education)
- Provide advice on higher education regulatory settings during the initial development and assessment phase of relevant institutional strategic initiatives, support their implementation, from a contractual and regulatory obligations perspective as well as providing advice when issues emerge
- Draft and / or review submissions, in consultation with subject matter experts, to federal and state government entities for new and amended legislation and in response to consultation processes regarding policy reform for the consideration of the Vice-Chancellor
- Maintain a University-wide register for submissions and ensure the Government Relations team are apprised of University's submissions and responses
- Undertake any other activities that may be requested by the Vice-Chancellor.

Key selection criteria

Education/Qualifications

1. The position will have:
 - postgraduate qualifications in a relevant discipline and extensive relevant experience, or
 - extensive management experience and proven management expertise, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proven knowledge and understanding of the Higher Education Standards Framework and TEQSA regulatory powers and requirements, and how they impact and influence the operations of a Higher Education Provider

3. Demonstrated exceptional relationship management skills, including development and maintenance of professional networks and effective working relationships with a range of senior and executive stakeholders
4. Sound knowledge and experience of all aspects of quality management systems at University and faculty levels (e.g. teaching and learning, research and research training, support services) and the ability to assess the University's overall quality systems and develop a program of improvements
5. Proven experience of working across international regulatory environments
6. Exceptional written communication and interpersonal skills, including demonstrated ability to prepare and deliver business papers, reports and proposals for all levels of the University and external bodies
7. Superior research, investigative, conceptual and analytical skills, including expertise to resolve complex issues
8. Excellent project management skills and the ability to be pragmatic whilst upholding the reputation of the institution
9. Knowledge of government policy settings for higher education

Other job related information

- Travel to all Monash campuses, as well as overseas collaborative partnership locations, is required.
- A current Victorian driver's license is required.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

