

Position description

Position title:	International Reporting Officer
School/Directorate/VCO:	International
Campus:	Mt Helen Campus
Classification:	Within the HEW Level 4 range
Employment mode:	Continuing appointment
Time fraction:	Full-time
Recruitment number:	849530
Further information from:	Ms Tiffany Forbes, International Compliance Officer, Partnerships Telephone: (03) 5327 9009 E-mail: t.forbes@federation.edu.au
Position description approved by:	Associate Professor Jason Giri, A/g Pro Vice- Chancellor, International

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The International portfolio is responsible for recruiting and admitting international students to University campuses, along with providing administrative services for students studying at partner provider teaching locations and offering mobility experiences amongst other services.

The International Reporting Officer is responsible for contributing to the effective and efficient operation of Federation University Australia's responsibilities in relation to various legislative and regulatory requirements for the delivery of programs to international students onshore and offshore. This will involve working with internal stakeholders, such as Student HQ and Schools, and external stakeholders, such as Partner Providers, the Department of Education and Department of Home Affairs.

Key responsibilities

1. Contribute to the effective and efficient operation of Education Services for Overseas (ESOS) compliance by administering relevant systems processes and practices.
2. Issue electronic confirmation of enrolments (eCoE) for all commencing international students studying on campus and at partner provider teaching locations.
3. Maintain the COE Requests email account and appropriately respond to emails and/or forward onto appropriate staff as required.
4. Contribute to the review, development and implementation of administrative and reporting systems and processes which contribute to ESOS compliance.
5. Report via Provider Registration and International Student Management System (PRISMS) within required timeframe, international students studying at Federation University Australia's campuses that take leave from studies, are excluded from their program or have breached other conditions of their student visa.
6. Inform students, schools, partners and Student HQ in writing in an accurate, timely and consistent manner when PRISMS reporting results in a change of enrolment status.
7. Maintain files and records of reporting activities for future enquiries.
8. Develop and maintain broad knowledge of the compliance implications for the University with adherence to the ESOS Act.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>
10. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The International Reporting Officer reports to and works under the general direction and supervision of the International Compliance Officer.

The International Reporting Officer is required to exercise professional judgement when working with University and partner provider staff, and in dealing with international student compliance enquiries on a daily basis.

The International Reporting Officer will exercise professional judgement in the administration associated with the management ESOS compliance issues and demonstrate comprehensive knowledge and application of administering processes and systems in accordance with approved ESOS policies, procedures and guidelines. The position is also required to demonstrate and maintain knowledge, or have the capacity to acquire and maintain knowledge, of the tertiary education sector.

The position is required to demonstrate sound organisational knowledge of the University, and where relevant, school structures, programs, policies and procedures relevant to international students. The position also requires knowledge of general University and Partnerships administrative processes relevant to the position.

The International Reporting Officer is responsible for maintaining collaborative and productive relationships with staff associated with the University's international students at campuses and partner providers to promote the effective and efficient operation of these programs.

The position of the International Reporting Officer covers a range of administrative functions predominantly associated with ESOS compliance. The effective and efficient delivery of these functions impacts on the University's compliance with the ESOS Act.

Training and qualifications

Completion of a diploma qualification with relevant work related experience; or completion of a Certificate IV with relevant work experience; or an equivalent combination of relevant work experience and/or education/training.

Position/Organisational relationships

The International Reporting Officer reports to the International Compliance Officer. The position is required to liaise with a wide range of internal and external stakeholders.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of diploma level qualification with relevant work related experience; or completion of a Certificate IV with relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated organisational and time management skills, including the ability to prioritise competing work demands and meet tight deadlines.
3. Demonstrated interpersonal and communication skills, including the proven ability to effectively liaise with a wide range of people from different cultural backgrounds and levels within an organisation.

4. Demonstrated commitment to deliver quality service and student-focussed outcomes.
5. Demonstrated ability to work independently and within a team environment.
6. Demonstrated ability and extensive knowledge of computer programs, such as databases, MS office environment, Excel, email and other associated packages.
7. Demonstrated knowledge, or the capacity to acquire and maintain knowledge of the tertiary education sector and the ESOS Act.
8. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.