

## POSITION DESCRIPTION

<b>Position Title</b>	VET Quality and Compliance Coordinator		
<b>Organisational Unit</b>	ACU College		
<b>Functional Unit</b>	ACU College		
<b>Nominated Supervisor</b>	Business Operations and Compliance Manager, ACU College		
<b>Higher Education Worker (HEW) Level</b>	HEW 7	<b>Campus/Location</b>	Melbourne
<b>CDF Achievement Level</b>	1 All staff	<b>Work Area Position Code</b>	HR to assign
<b>Employment Type</b>	Full time continuing (contingent)	<b>Date reviewed</b>	October 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President

- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## ABOUT THE PROVOST PORTFOLIO

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The Office of the Provost oversees and coordinates the work of the Academic Portfolio which is a central contributor to ACU's Strategic objectives. Led by the Provost, this work supports the Vice-Chancellor and President by providing strategic leadership of major academic-related activities across the university. The key areas within the Academic Portfolio currently are as follows:

- Faculties
- Chair, Academic Board
- ACU International
- ACU College
- Strategic Partnerships and Executive Education
- Core Curriculum via Faculty of Theology & Philosophy
- Rome Campus

## ABOUT THE ACU COLLEGE

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ACU College is the centre for Vocational Education and Training (VET) at Australian Catholic University (ACU). ACU is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses from certificate III to diploma level.

ACU College offers courses in nursing, education support, individual support, early childhood education and care, leadership and management, allied health, first aid, manual handling and CPR. Our courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College has developed extensive industry partnerships with leading education, health and community services organisations, providing students with the opportunity to apply learned skills in contemporary workplaces through planned professional experience placements.

ACU College courses are customized to meet the needs of industry, ensuring students gain the skills needed to transition successfully into the workplace or onto further studies in ACU through our pathways program.

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with Australian Qualifications Framework (AQF).

## POSITION PURPOSE

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Reporting to the Business Operations and Compliance Manager, the purpose of this role is to implement compliance and quality measures to meet State and Federal government compliance and funding regulations and requirements for ACU College. This role will be required to work closely with the Student Support Learning & Teaching function to implement compliance measures in relation to ASQA standards. The role contributes to timely completion of reporting requirements of RTOs.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework

- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
<b>Implement Measures to meet State and Federal Compliance and Funding Regulations</b> <ul style="list-style-type: none"> <li>• Keep track of changing state and federal regulations and communicate the change with relevant staff.</li> <li>• Amend ACU College policy and procedures to ensure alignment with regulatory changes and updates.</li> <li>• Ensure systems and processes are followed according to ACU College policy.</li> <li>• Update all forms, checklists, manuals, handbooks, and other relevant resources in conjunction with the Student Support Learning &amp; Teaching function and Industry Engagement Coordinators</li> <li>• Assist Business Operations and Compliance Manager to ensure all marketing collateral aligns to regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> </ul>			✓	

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<b>Data and Reporting Coordination</b> <ul style="list-style-type: none"> <li>• Ensure reporting schedules are maintained accurately for State and Federal funding agreements and other reporting as required.</li> <li>• Monitor data and reporting to meet funding contracts, including consulting with relevant ACU College staff.</li> <li>• Facilitate user management and issues for learner and student management systems on behalf of ACU College (e.g. VETtrak, LEO, and Banner)</li> <li>• Coordinate and control access to external systems such as SVTS, ASQAnet, DET Connect, ACPET, and VELG</li> <li>• Coordinate distribution of surveys, collate and summarise feedback for action (reporting to government bodies and facilitating continuous improvement within ACU College).</li> </ul>	<ul style="list-style-type: none"> <li>• Know ACU's work Processes and Systems</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> <li>• Communicate with Impact</li> </ul>			✓	

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<b>Quality Assurance and Continuous Improvement</b> <ul style="list-style-type: none"> <li>Responsible for the collation, storage, maintenance of compliance-related documentation, including version control.</li> <li>Maintain the Continuous Improvement Register</li> <li>Support and contribute to internal/external audits and reviews to ensure quality assurance.</li> <li>Consult with Industry Engagement Coordinators and Student Support function to ensure accuracy and currency of Trainer and Assessor Register.</li> <li>Plan, update and maintain Annual Compliance Calendar and related activities</li> <li>Oversee monthly updates to the Trainer and Assessor Register.</li> </ul>	<ul style="list-style-type: none"> <li>Know ACU's work Processes and Systems</li> <li>Collaborate Effectively</li> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>			✓	
<b>Learning Environment Online (LEO) Administration</b> <ul style="list-style-type: none"> <li>Ensure all learning and assessment materials are updated to LEO.</li> <li>Provide relevant staff and students access to LEO.</li> <li>Answer and assist day to day LEO related questions from staff and students within 24 hours.</li> <li>Update compliance section on LEO.</li> </ul>	<ul style="list-style-type: none"> <li>Know ACU's work Processes and Systems</li> <li>Collaborate Effectively</li> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>	✓	✓	✓	✓

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Maintaining compliance according to state and federal regulations within ACU College and University policy and procedure.
- Ensure reporting schedules are maintained accurately and updated regularly to meet State and Federal funding agreements, and other reporting requirements, within set deadlines.

- Maintaining the Continuous Improvement Register and keeping track of changes and improvements that are being made.

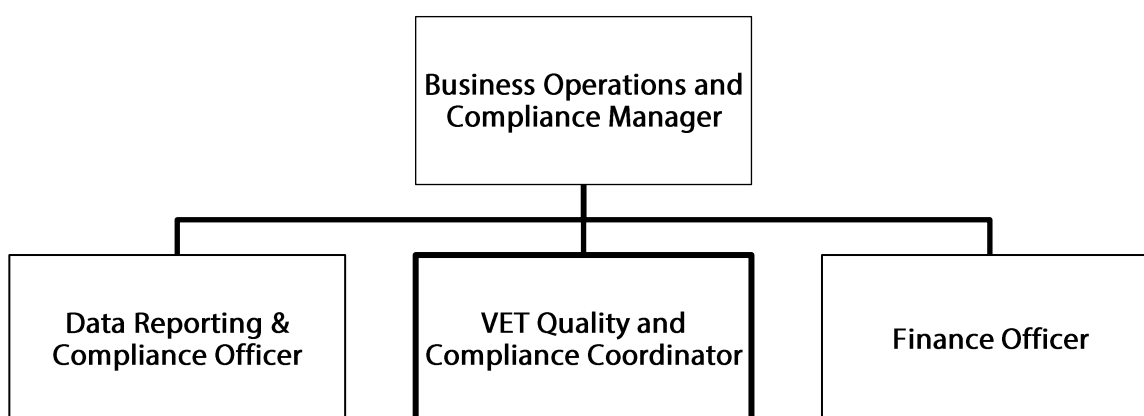
### Decision Making / Authority to Act

- The position holder gives advice and recommendations on policy improvements to the manager in response to legal requirements.
- The position holder implements administration changes to policies and responds to queries related to the interpretation of policies and procedures related to ACU College policies.

### Communication / Working Relationships

- The position holder will be required to communicate with governing bodies and other relevant external organizations relating to contract and accreditation requirements
- The position holder will be required to collaborate effectively with colleagues and teams to provide information and ensure positive outcomes for students and ACU College

### Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	Holds a Diploma in Quality Auditing (BSB51615) or Diploma in Vocational Education (BSB50116) or a Bachelor's degree in a related field with at least 4 years industry experience in vocational education (with a minimum 2 years in compliance); or an equivalent combination of relevant experience and/or education training.
2.	Holds minimum Certificate IV in Training and Assessment -TAE40110 (with TAELN411/401a and TAEASS502/a/b) or TAE 40116
3.	Experience in policy and procedure development and maintenance
4.	Strong background in the design and development of competency-based assessment development

Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
7.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise to achieve organisational objectives.
8.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the <a href="#">Service Delivery Model</a> ..
9.	Demonstrated ability to communicate with impact and purpose with internal and external stakeholders verbally and in writing including drafting, proofing and finalising documents. Convey facts, concepts and technical information clearly and concisely to create positive impact and in terms that most people can understand.

Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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