

Department of State Growth

Statement of Duties

Position Title:	Senior Compliance and Engagement Consultant
Position number:	005608
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Service Band 6
Division/branch/section:	Business and Jobs / Skills and Workforce / Purchasing Policy and Programs
Location:	South
Employment status:	Flexible
Supervisor:	Manager, Policy, Quality and Compliance

Position Objective

The Senior Compliance and Engagement Consultant role will lead the implementation of Skills Tasmania's compliance monitoring framework and engage with funded Registered Training Organisations (RTOs) to drive performance in the Tasmanian vocational education and training system.

The successful applicant will have strong stakeholder engagement and data analysis skills and proven experience in working within a compliance environment to drive quality outcomes.

The ability to communicate with clarity and purpose, work in an environment of change, and contribute effectively to team goals will be important for success in the role.

Major Duties

- Lead a monitoring program to ensure RTO compliance with Skills Tasmania funding agreements, review RTO performance to ensure quality training outcomes for learners and identify RTO capability building opportunities.
- Coordinate day-to-day monitoring activities to identify potential risks in various compliance-related matters and identify management actions.
- Work with a team to liaise and negotiate with key stakeholders to ensure that Skills Tasmania's interests in improving the quality of vocational education and training delivery are appropriately represented to achieve mutually beneficial outcomes.
- Provide high level input into the design, implementation and ongoing review of Skills Tasmania's monitoring framework to ensure that it is fit for purpose.
- Contribute to the design and implementation of RTO capability initiatives.
- Analyse and advise on the use and effectiveness of the grant process and system, including by analysing data, to identify opportunities to improve compliance, grant quality and reduce risks.

- Contribute to the review, development and implementation of strategic and operational initiatives, including grant program design and delivery, purchasing and operational policies, communications and industry partnership activities.
- Prepare ministerial correspondence and briefings, including conducting research to prepare responses.
- Maintain Skills Tasmania's relationship with key regulatory bodies.
- Actively contribute to a positive workplace culture across the Skills and Workforce branch.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

This role is part of a team tasked with managing key operational purchasing policies and the implementation of a compliance monitoring framework for RTOs funded by Skills Tasmania. The two functions work together to drive performance in the Tasmanian vocational education and training system.

Under the general supervision and direction of the Manager, Policy Quality and Compliance, and supported by the RTO Engagement Partners, the occupant will be required to exercise high-level stakeholder engagement skills, demonstrate sound judgement, show initiative, establish priorities and function with minimal supervision. The work performed will impact on successful policy, compliance and engagement functions for the unit and the incumbent is responsible for ensuring that their tasks are carried out in a timely and effective manner.

Selection Criteria (Knowledge and Skills):

- Demonstrated high level interpersonal and stakeholder engagement skills, including negotiation and liaison abilities, with the capacity to work effectively in a team environment to guide and maintain relationships with key stakeholders.
- Experience with implementing a compliance monitoring program and activities, preferably within a grant funding or procurement environment.
- Possess broad strategic thinking and analytical skills, including a proven ability to interpret information and data from a range of sources, and exercise sound judgement in assessing complex issues, identify recommendations and implement actions.
- Demonstrated knowledge and experience in researching and analysing policy and legislative issues and providing solutions, proposals and recommendations, either individually or as part of a project team.
- Highly developed written communication skills, including the ability to produce information that is readily understandable to non-specialists and the ability to market decisions to a variety of audiences.
- Proven organisational skills including the ability to set priorities and to manage multiple tasks with competing priorities and variable workloads in a team environment.
- Demonstrated ability to work independently and as part of a multi-disciplinary team and the proven capacity to manage concurrent priorities to achieve work within given timeframes.
- Actively contribute to a positive workplace culture across the Skills and Workforce branch.

Position Requirements

Pre-employment

- Nil

Essential

- Previous experience working within a compliance environment, either in a grant making or procurement environment.

Desirable

- Sound knowledge, or the ability to quickly acquire knowledge, of contemporary grant management principles and practices.
- An understanding of the national and/or Tasmanian vocational education and training system, and the Tasmanian workforce development landscape.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department's website <https://www.stategrowth.tas.gov.au/> provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo).
