**JOB DESCRIPTION**

**RTO & Funding Compliance Officer**

**Your classification:** Non-Award

**Your department:** People and Culture (P&C)

**Where you’ll work:** 146 Marsden St, Parramatta

**You’ll report to:**  RTO & Compliance Manager

**Your direct reports:** Not Applicable

**Your key relationships:** You’ll be part of the Learning@Uniting Team.

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

The role is a key member of the Learning and Development Team and supports the regulatory and compliance function of Uniting’s Registered Training Organisation; Uniting Institute of Education Ltd (RTO ID: 91739).

# ROLE KEY ACCOUNTABILITIES

* Work with the RTO & Compliance Manager and team to ensure that the Uniting Institute of Education Ltd (UIE) meets its compliance obligations as a Registered Training Organisation to comply with the legislative components of the VET Quality Framework.
* Identify compliance issues and recommend changes for continuous improvement and quality assurance.
* Facilitate ongoing continuous improvement of UIE’s systems, policies and procedures to support revisions to government regulations and ongoing RTO processes.
* Monitor, analyse, report and ensure compliance with the data provision requirements.
* Administer the compliance and funding processes required for UIE including that of NSW Smart and Skilled programs,
* Monitor student engagement and progression and report on students at risk
* Monitoring of assessment practices.
* Map the Trainer and Assessor Vocational Competence and mapping of qualifications, currency and experience of UIE’s trainers and assessors aligning with ASQA requirements and Uniting standards.

Student management system

* Maintain and administer the Student Management System compromising of the configuration, management and maintenance of student records.
* Monitor and maintain the student management system to ensure AVETMISS-compliant NAT file formats for government reporting.
* Administer completions and withdrawals.
* Issue electronic qualifications and statements of attainment.

AVETMISS reporting

* Report on and submit training activity data to NSW State Training Services through STS Online.
* Monitor, analyse, and ensure compliance in the training activity data for submission annually.
* Submit Unique Student Identifier (USI) updates and additions to the USI Registrar.

NSW Smart and Skilled training programs and traineeships

* Perform duties related to managing the RTO’s NSW Smart and Skilled training programs and traineeships and meet compliance requirements for contract compliance and regulations.

Skilled trainers and assessors

* Support trainers and assessors working with nationally recognised training products to ensure that UIE meets its compliance and quality assurance requirements.

**People Management:**

* Contribute to a culture of openness, feedback and productivity.
* Actively engage and participate in Uniting’s performance management framework and review processes.
* Act in a manner which upholds and positively reflects Uniting’s Code of Ethical Behaviour.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your classification:** Award Free

**Your directorate:**  People Experience

**You’ll report to:**  RTO & Compliance Manager

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

* **Qualifications:** Tertiary/Bachelor qualification in a relevant business field or five (5) year’s equivalent experience gained in education, quality systems or regulated compliance environments. Must hold current Certificate IV in Training and Assessment (or equivalent training and assessment credential).

 Experience:

* Must have sound experience and practical application working in similar roles in RTO compliance and administration to be able to demonstrate experience in driving improvements to support RTO compliance and the student journey.
* Minimum 5 years of experience in the operation of compliance systems, including coordinating quality across the functions of enrolment, admission, progression, recognition and certification.
* Be able to demonstrate strong administration experience with the end-to-end administration of student records, the NSW Government’s Smart and Skilled funded program, NSW Training market and the Australian traineeship arrangements.
* Sound experience with managing RTO student management systems technology, including working with AVETMISS-compliant NAT file formats for government reporting.

Skills:

* Must possess excellent written communication skills.
* Must be detail-oriented with strong analytical and problem-solving skills.
* Must be process driven with attention to detail,
* Must be able to work autonomously, while understanding the need for teamwork to achieve goals in a highly regulated environment.

Even better:

* Experience in an Enterprise RTO would be highly valued.

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| **Employee Name:** |       | **Managers Name:****Title** |            |
| **Date:** |       | **Date:** |       |
| **Signature:** |       | **Signature:** |       |