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| **Position Description** |

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| **Compliance and Administration Officer** |
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| **Position No:** | 50143043 |
| **Department:** | College of Science, Health and Engineering |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 4 (HEO4) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:**  | Senior Coordinator, Placement Operations |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Compliance and Administration Officer**

**Position Context**

The College of Science, Health and Engineering comprises 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

This position works as part of the Placements Operations team which co-ordinates professional experience opportunities across the College. This position undertakes administrative functions associated with placement and professional experience administration.

**Duties may include**

* Responsible for processing and tracking of compliance certification for a range of new and existing pre-placement requirements
* Contribute to project group responsible for the rollout of and migration to new compliance record processes within the University’s Placement Management System, InPlace
* Contribute to the development of resources to ensure accurate and relevant advice on compliance requirements to stakeholders in line with University Guidelines, industry regulations and curriculum requirements
* Provide professional customer service to internal and external stakeholders and other visitors
* Contribute to the development and implementation of compliance and administrative processes
* Liaise effectively with organisational units and staff beyond the immediate unit to gather information, stay informed and contribute to the requirements of the Placements Unit portfolio
* Provide a range of administrative support services such as word processing, filing and the collation of reports
* Implement and apply relevant and applicable compliance policies and procedures to ensure the provision of effective and efficient administration of student compliance
* Maintain accurate files of student compliance, including Working with Children Checks, Police Checks, Immunisation, CPR and Student Undertaking documents.
* Update information within relevant University data bases and systems

**Key Selection Criteria**

* Completion of a Diploma level qualification with relevant work experience; or an equivalent combination of relevant experience or on the job training
* Effective administrative skills and the ability to work as part of a team implementing large scale business processes
* Demonstrated ability to deliver high quality customer services, prioritise customer requirements and an ability to liaise with a diverse customer base
* Demonstrated ability to work in a multi-functional team environment and contribute positively as an effective team member
* Effective written and verbal communication and interpersonal skills and the ability to maintain effective liaison with internal stakeholders and external providers
* Ability to work extended hours during peak times
* Demonstrated experience with an electronic records system and ability to acquire new database skills.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: