



POSITION DESCRIPTION

Position:	Quality and Compliance Manager
Department:	Academic Administration
Reporting to:	Associate Dean, Academic Administration
Directly Supervising:	nil
Salary Range:	Band Level 4: FTE \$78,464 to \$83,867 plus 10% Superannuation and Leave Loading 17.5%
Contact:	, telephone (03) 9348 7092
Date:	February 2019

POSITION SUMMARY

This position will manage the full range of quality, compliance and governance functions for the Pathways School.

The position will provide assistance to the Associate Dean, Academic Administration, by liaising with government registration authorities, undertaking various administrative projects related to compliance and preparing all documentation for accreditation, registration and re-registration. The Quality and Compliance Manager will undertake the cataloguing, development, auditing and implementation of existing policies and procedures, implementation of new policies and procedures, training and alerting staff to be compliant with legislative requirements and with Trinity College policies and procedures. The position will also manage the Pathways School filing, archives and records management systems relevant to legislation and compliance requirements. The Quality and Compliance Manager will work across the Pathways School with individual departments to support them in streamlining their current practice and processes, through review and auditing to ensure continuous improvement and best practice.

SELECTION CRITERIA

Essential:

1. A degree qualification is essential along with relevant experience or related Diploma.
2. Demonstrated work experience in a similar role with specific experience and knowledge of international education, including an understanding of compliance issues.
3. High level interpersonal and communication skills (written and oral) within a culturally diverse education community.
4. The capacity to interpret government legislation affecting international students, including but not limited to the ESOS Act (2000), the National Code (2018) and Department of Home Affairs policy.

5. The capacity to provide advice on practical implementation of legislated requirement across the organisation.
6. A demonstrated capacity to produce correspondence and policy documents and undertake research and evaluation projects.
7. A high level of accuracy and attention to detail.
8. Strong organisational and negotiation skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure.
9. A capacity for self-motivation and high level of initiative, along with the ability to work effectively as a team member.
10. Well-developed keyboard and computer skills in Microsoft Office Applications and other software with ability to learn new systems.
11. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:

- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required

KEY RESPONSIBILITIES

1. Manage the Pathways School compliance, governance and policy framework to ensure adherence to TEQSA, relevant government departments including the Department of Home Affairs (HA) and appropriate State authorities including the Department of Education and other government legislative standards and requirements.
2. Develop and maintain plans, schedules, quality control and version control of documents relating to compliance in line with Pathways School policies and procedures and government legislated policies and procedures.
3. Produce, update and review policies and procedures documents, maintain registers, update web portal and intranet, and ensure staff access and understanding.
4. Review departmental processes and documentation to ensure adherence with best practice and government legislated policies and procedures.
5. Provide support and guidance to the Pathways School Executive team, ensure an active approach to minimising compliance risk and provide staff training, when appropriate.
6. Ensure continuous improvement by coordinating internal and external audits, procedural reviews, checks, qualification updates, extensions of scope and funding applications
7. Ensure compliance with State and Federal legislative bodies and agencies, ensure that essential payments such as the TPS Levy and insurances are paid on time and co-ordinate submissions for registration and accreditation.
8. Manage, respond to and advise staff about quality and compliance issues such as changes to the Standards, the National Code and any relevant Acts.
9. Disseminate changes to the legislative landscape and changes to internal and mandated policies and procedures.
10. Manage the Pathways School filing, archiving and record keeping system to ensure compliance with legislation.
11. Advise students on policy questions and their rights and responsibilities as required.
12. Manage, administer, liaise with relevant departments and respond to student complaints and appeals and maintain internal register and documentation.
13. Undertake research tasks as directed and required to ensure best practice in educational leadership is maintained.

14. Maintain effective working relationships with internal and external stakeholders including member organisations and other professional organisations where appropriate.
15. Liaise effectively with a wide range of College staff, both in the Pathways School and centrally, for the resolution of identified needs or problems including risk mitigation, legal implications and impacts on the College.
16. Provide other duties as required by the Associate Dean, Academic Administration.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social

responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society