

Compliance Officer

Glen Eira Adult Learning Centre Inc

Glen Eira Adult Learning Centre Inc (GEALC) is an award-winning not for profit community-based Registered Training Organisation (RTO), Learn Local organisation and an Adult Migrant English Program (AMEP) provider.

GEALC provides quality, affordable, accessible education for adults to achieve their full potential and extend their involvement in activities in the community. It offers a wide range of programs and activities including:

- English as an Additional Language (EAL) and literacy training
- Computer training including Microsoft Office programs, iPad training and digital technology
- Skill development training including Medical Reception, Health Services, Early Childhood Education, Job Ready and Mind Your Own Business (MYOB)
- Personal development programs including health and wellbeing programs (Yoga, Art & Drawing, Sewing, Walking Group)
- Community engagement events (Multicultural Festival, Biggest Morning Tea, Victorian Seniors' Festival, Social Inclusion Lunch, Health & Wellbeing workshops).

GEALC operates as an incorporated, not for profit organisation with over 600 members/ participants from a wide cross section of the local community. GEALC employs over 20 part-time staff and has a turnover of around \$700,000 per annum but a significant proportion of the organisation's capability and output is derived from the contribution made by many of its members on a voluntary basis.

GEALC boasts a stable and committed team which enjoys a great relationship with the city council, local members of parliament, its funding providers and local community organisations.

Vision

A strong inclusive community of connected, empowered, confident people.

Mission Statement

To provide opportunities for adults to fully participate in society through further education, employment and community inclusion.

Underpinning Principles

- We provide a warm & welcoming
- We are caring & professional.

Position Description: Compliance Officer	
Objective	
The position will contribute significantly to the organisation's effectiveness and ongoing success as a community-based registered training organisation.	
Primary Location	
Glen Eira Adult Learning Centre, 260 Booran Road, Ormond 3204	
Employment	
Status/Hours:	Part-time – 15 to 20 hours per week
Travel:	None
Tenure:	Ongoing - 3-month probation period
Award Classification:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010. Schedule 3A PACCT Level 6 or 7 <i>(depending on experience)</i>
Remuneration:	Salary as per individual Work Agreement. Superannuation is paid at 10% and 4 weeks pro rata holiday pay <i>(Note: GEALC is closed for 2 weeks over the Christmas and January period)</i>
Organisational Relationships	
Reports to:	Manager and Committee of Management QA Sub-Committee
Supervises:	N/A
Internal liaisons	Manager, Education Coordinator & Administration Staff
External Liaisons:	- Funding Bodies - Key Stakeholders
Position Summary	
<p>Working closely with GEALC's Manager, the Compliance Officer is responsible for the management of the Quality and Compliance systems for GEALC's accredited and non-accredited training programs. The role includes:</p> <ul style="list-style-type: none"> • Reviewing and maintaining existing policies and procedures • Developing and maintaining Continuous Improvement plans, schedules, quality control and version control of documents relating to RTO compliance • Management of GEALC's compliance schedule to ensure adherence to AQTF and VRQA requirements • Advising staff on compliance issues and assisting with program and resource development for training programs • Providing support and guidance to staff and ensuring an active approach in minimising compliance risk • Assist Manager with internal and external audits, extensions of scope and funding applications • Ensure GEALC is complying with all funding contracts and State & Federal legislations. 	
Duties and Expectations	
Core Area	Tasks
Compliance	<ul style="list-style-type: none"> • Ensure GEALC remains compliant in all aspects of its operations • Develop systems that support organisational compliance including continuous improvement initiatives • Review, improve and maintain existing policies and procedures • Ensure that risk is managed appropriately through proactively identifying and documenting risks • Assist in the preparation of responses to external audits • Work closely with staff and management team to develop and improve the quality of compliance frameworks

	<ul style="list-style-type: none"> • Maintain currency on VRQA compliance requirements and report on potential implications and timing of any proposed/ intended changes • Contribute to process improvement across all aspects of compliance • Regular communication with internal staff (at meetings and PD sessions) to ensure staff are aware of their compliance obligations and meet the requirements of their roles • Oversee RTO scope of registration training and assessment resources are available and current • Monitor and manage GEALC's continuous improvement strategies • Conduct internal audits and implement rectification plans • Collaborate with Education Coordinator to ensure trainer qualifications are up to date • Ensure all marketing material is compliant • Assist with other administration and / or other duties where necessary and as required.
Team contribution & effectiveness	<ul style="list-style-type: none"> • Participate in and contribute to team meetings, staff PD and performance management • Participate in both internal and external audits for the program areas.
Policies, procedures and systems	<ul style="list-style-type: none"> • Adhere to, and comply with GEALC's organisational policies, processes and procedures • Play a role in raising GEALC's profile to the community by portraying a positive image to the community and not disclose confidential information about staff, organisation, students and stakeholders • Positively contribute to workplace harmony by displaying cooperative team behaviour • Proactively communicate, identify, report, assess OH&S related risks and hazards within the Centre.
Key Selection Criteria & Skills/Attributes	
Essential:	<ul style="list-style-type: none"> • A relevant tertiary qualification in policy development, business administration or related field • Demonstrated experience in undertaking research, consultations and policy development • Experience in a RTO environment or an education setting • Demonstrated experience in assisting organisations to meet compliance requirements and achieve accreditation • Developed organisational and problem solving skills with a proven ability to work autonomously • Highly developed interpersonal skills- including high level oral/written communication skills • Demonstrated skills in Microsoft Office software package • Ability to use and act on own initiative when dealing with people • Understanding of the not for profit, community based service delivery sector with a capacity to work effectively in a values based organisation.
Desirable:	<ul style="list-style-type: none"> • Previous experience in a compliance position • Knowledge of training and assessment compliance • Knowledge of ASQA or VRQA standards • Certificate IV in Training and Assessment.

Equal Opportunity Statement

GEALC recognises the contribution that a diverse workforce makes to continuous improvement and client service delivery and is an Equal Opportunity Employer.

GEALC values diversity and encourages applications from Aboriginal and Torres Straight Islanders, people with disabilities and from culturally and linguistically diverse backgrounds are also encouraged to apply.

As a not-for-profit organisation, we respect and value everyone regardless of their gender, sexual orientation, disability, age, ethnicity, race or religion.

Incumbent Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document.

Name:

Signature:

Date: