



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position:	Education and Compliance Officer
Location:	496 High Street, Northcote
Hours:	1 EFT (5 days per week)
Classification Award:	Social and Community Services Employee – Level 6.2
Contract Period:	12 month contractual position
Reports to:	Chief Executive Officer
Supervision:	RTO and Learn Local Manager
Travel	Occasional travel is a requirement for the position

OUR ORGANISATION

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal community issues. VACSAL is a community based, community controlled organisation, comprising representatives from Koorie organisations across the state. As well as having an advisory role VACSAL also delivers and manages a range of critical community services across Victoria. VACSAL RTO as a registered training organisation (RTO) and Learn Local (LL) aims to provide high quality training and assessment programs.

POSITION SUMMARY

The ‘**Education and Compliance Officer**’ is responsible for:

- Compliance
- Business/project support
- Training and assessment support including:
 - Diploma course co-ordination
 - Training and assessing for accredited and non-accredited courses for selected courses and content.
 - Student support - including employment and placement
 - Resource development

The Education and compliance officer supports the RTO and service delivery with their comprehensive RTO and LL knowledge to ensure the organisation’s success as a provider of quality training and assessment.

PART A: Position Specifications

Operational Management Environment

The **education and compliance officer** is located within VACSAL RTO and forms part of the RTO team, which is responsible for the operation of the VACSAL RTO.

The **education and compliance officer** is primarily based at VACSAL's RTO office. Where the delivery of workshops has been arranged at a venue other than VACSAL RTO the education and compliance officer may be required to attend. From time to time the position requires attendance at other venues for meetings and forums.

Scope of the Position

The education and compliance officer has authority as delegated by the RTO and LL Manager.

The Education and compliance officer is accountable to:

- the RTO and LL Manager, Deputy CEO, CEO, the Board of Directors and the wider community for practice according to the philosophy, policies and goals of the organisation
- the RTO and LL Manager for a high standard of work practice.

Organisational Structure and Reporting Relationships

The Education and compliance officer reports directly to the RTO and LL Manager for day to day tasks, supervision and organisational work plan requirements. The RTO and LL Manager reports directly to the CEO.

Primary Duties and Responsibilities

Education and compliance officer

Undertake the administrative requirements to meet compliance requirements and quality assurance for VACSAL's training services. This includes the compliance obligations for courses on VACSAL's 'scope of registration' including Learn Local courses.

- Produce reports, plans, manuals and schedules relating to compliance to VRQA, Skills First and ACFE funding agreements and contracts.
- Undertake qualification updates and extensions of scope applications
- In partnership with VACSAL's policy officer, review and update policies, procedures, processes, documents and forms into consistent funding regulations and format that aligns with current VRQA and ACFE standards and Skills First contractual obligations.
- Administer quality student administration systems
- Develop and maintain plans, schedules, quality control and version control of documents to ensure VACSAL meets compliance quality standards.
- Provide support, guidance and advice to the VACSAL training team to minimise compliance risk
- Assist with program and resource development for training programs
- Contribute to strategic development of courses through regular liaison with the RTO and LL Manager and involvement in RTO and LL staff meetings – this includes transition to training packages and expiry of accredited courses
- Course coordination support
- Undertake the administrative compliance requirements of training and assessment systems to comply with VRQA, Skills First and ACFE funding requirements
- Ensure that all enrolment documentation is complete, compliant and entered into VETtrak using the correct funding status code.
- Assist to prepare funding submissions and KPI reports for relevant RTO and LL project work.

- Conducting regular internal audits to identify compliance issues and implement corrective actions as necessary
- Ensure all qualifications and training plans are compliant with packaging rules
- Develop learning resources
- Organise and assist with moderation and validation processes
- Regularly conduct course reviews according to VACSAL RTO and LL timelines and continuous improvement strategy
- Is responsible to work with the RTO and LL Manager to ensure recruitment and allocation of Trainers / Assessors and guest speakers as appropriate
- Assists in the coordination of student recruitment, enrolment, induction and support services.
- Provide potential students and their employers with RTO related information as required
- Maintains electronic and hard copy records, including updating student files.
- Provide support to ensure the RTO records management system (electronic data base) is maintained and compliant.
- Provide student support as directed by RTO manager including employment and placement
- Ensure you have a sound knowledge of all VACSAL programs
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your Supervisor Sessions
- Attend bi monthly Supervisor Sessions.
- Assist with VACSAL community events such as NAIDOC activities, sports carnivals etc.
- Attend VACSAL 'In Service' and AGM annually
- Undertake other duties that are peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.

PART B: Person Specifications

Qualifications

- Certificate IV in Training and Assessment in TAE40110 (preferred)
- Certificate IV in Community Services qualification (preferred)

Skills, Knowledge and Ability

- Commitment to a high level of service and improving outcomes for Aboriginal students.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures.
- Experience working in the Vocational Education and Training (VET) sector.
- Experience in VET and Learn Local compliance and report writing.
- Knowledge and understanding of continuous improvement processes.
- Advanced level of computer literacy knowledge of Microsoft Office (Word, Excel, Outlook).
- Understanding of VETtrak or similar student management software
- Experience working in a cross-cultural environment.
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander people.
- Ability to work with others as a member of a team.
- Ability to show initiative and work independently.
- Knowledge and skills in contemporary human resource management practices including workplace health and safety, equal employment opportunity and anti-discrimination.

Standards of Practice

- Maintain professional standards of practice.
- Practise within an evidence-based framework.
- Participate in ongoing professional development of self and others.

Additional Factors

- Current Australian Federal Police Check prior to appointment to the position.
- Working with Children's Check
- Driver's license
- Full vaccination against COVID
- Some afterhours work and travel may be required

PART C: Selection Criteria

1. Demonstrated experience coordinating and undertaking compliance and administrative requirements for a RTO, Learn Local and the VET sector.
2. Demonstrated experience with audits, writing policy and procedures, reports, plans, manuals and schedules relating to compliance
3. Demonstrated experience providing relevant training and assessment for accredited and non-accredited for Aboriginal learners.
4. Demonstrated experience supporting students to access employment and placement.
5. Demonstrated experience supporting KPI's for funded projects
6. Demonstrated experience using VETtrak or other student management system
7. Demonstrated experience with supporting training and assessing staff on compliance issues
8. Outstanding organisational, interpersonal and communication skills
9. Commitment to working in a community organisation and
10. Experience working with Aboriginal peoples (preferable).

Key Performance Indicators

1. Compliance with requirements of training packages, Skills First contract, VRQA guidelines, VET and ACFE sector contractual and quality obligations.
2. Adherence to VACSAL RTO's policies and procedures.
3. Successful development and implementation of courses.
4. Feedback and evaluation from employers.

Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close on **3 February, 2022**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants will be required to provide a current Working with Children check, current National Police check and proof of full vaccination against COVID-19.**
- 6 Applications must be marked ***Private & Confidential*** and addressed to:

Linda Bamblett
CEO
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
Email: hr@vacsal.org.au

Further information or questions concerning this position can be directed to melinda.eason@vacsal.org.au. Please phone Melinda Eason on 9416 4266 if you require further information.