



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

*Applicants shortlisted will be contacted via telephone to arrange an interview.
Applicants not shortlisted will be notified via email.*

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

At the interview, you will be required to bring with you your original qualifications and one sample Training and Assessment resource which you have developed.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification and Essential Requirements required for the position.

2. Prepare your application

In your application, please include following documents:

- Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- Summary of your experience: write a one page summary that addresses your **'ESSENTIAL REQUIREMENTS; Experience'** in similar roles in the past.
- Resume: include your skills, education and employment history.
- Two referees: include the names and telephone numbers of at least two *work related* referees who can comment on your work performance.

3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.



GENERAL INFORMATION

Job Title:	Compliance Officer	Employee's Name:	vacant
Manager's Title:	Training and Compliance Manager	Manager's Name:	Silvy Sanzari
Date prepared:	May 2017	Approved by:	Doug Milera

JOB PURPOSE / ACCOUNTABILITY OBJECTIVE:

KEY ACCOUNTABILITIES: The aim of this position, as part of Tauondi's compliance team, is to assist in developing, implementing, monitoring and continuously improve effective systems and documentations to ensure that Tauondi Aboriginal College meets all constantly changing compliance, legislative and regulatory requirements including but not limited to the National Vocational Education and Training Regulator Act 2011 and the National Vet Regulator (NVR) currently Australian Skills Quality Authority (ASQA), Australian Service Excellence Standards. Implement a systematic monitoring system to identify any compliance deficiencies, evaluate and recommend strategies to minimise the potential impact on Tauondi Aboriginal College. Develop training and assessment resources which are compliant and customised to suite Tauondi's students in collaboration with vocational trainers.

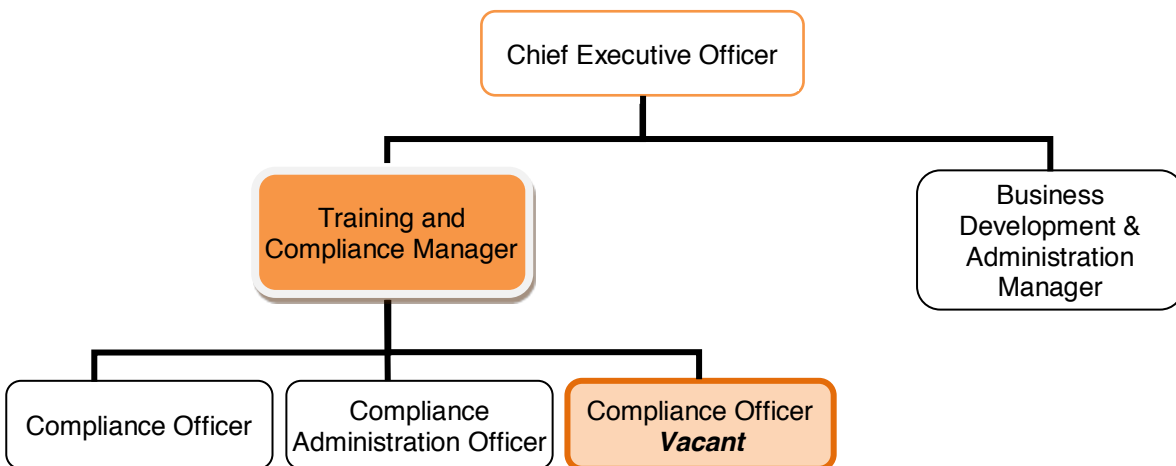
JOB REQUIREMENTS:

ACCOUNTABILITY	KEY OUTCOMES
Culture and Conduct	<ul style="list-style-type: none"> • Adhere to and promote Tauondi Aboriginal College Values and Code of Conduct.
Compliance Development and Improvement	<ul style="list-style-type: none"> • Implement, monitor and report on the application of strategies to address compliance issues, maintaining appropriate reporting mechanisms. • Develop continuous improvement plans, reporting on areas requiring quality improvement. Monitor completion of plans, supporting staff to address non-compliance areas. • Develop, review and update documents and forms as required for compliance in conjunction with the Training and Compliance Manager. • Keep up to date with compliance information and updates, including but not limited to training packages. • Assist to prepare and review compliance policies / procedures ensuring current and compliant. • Validation of training products are conducted systematically.
Audits	<ul style="list-style-type: none"> • Participate in compliance audit activities (as required). • Participate in any other Government agency audits (as required). • Participate in assessment validation and moderation activities, report findings to the Training and Compliance Manager. • Assist in conducting annual internal audits (and rolling mini-audits) and report findings. • Assist in identifying areas of compliance vulnerability and risks associated by providing guidance to the management team.
RTO Scope of Registration	<ul style="list-style-type: none"> • Coordinate and prepare documentation required for applications for the RTO's scope of registration in consultation with the Training and Compliance Manager accurately and within timelines.



	<ul style="list-style-type: none"> • Assist in ensuring RTO’s scope of registration is current and compliant at all times.
Resource Development and/or Contextualisation	<ul style="list-style-type: none"> • Work with trainers to customise and contextualise resources to align with the appropriate AQF levels to better suite student’s needs. • Work with trainers to customise and contextualise resources to align and be compliant with the appropriate training package. • Work with trainers in mapping resources and assessment tools. • Work with trainers to develop compliant assessment tools.
Professional Development (Staff + Self)	<ul style="list-style-type: none"> • Provide staff training and assistance to support the understanding and implementation of standard operating procedures and compliance as required by Standards. • Maintain own self currency of knowledge. • Undertake necessary professional development to maintain the required Education / Qualifications to effectively carry out role accountabilities. • Continue to improve cultural competence in performing the accountabilities of the role.
Other duties as directed	<ul style="list-style-type: none"> • To perform all other reasonable duties and comply with reasonable instructions issued based on skills and capability.
<p>The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.</p>	

ORGANISATION RELATIONSHIPS:



SIGNIFICANT WORKING RELATIONSHIP:

Internal:	<ul style="list-style-type: none"> • Reporting to Training and Compliance Manager • Compliance Team • Trainers • Student Support Team • Administration staff
External:	<ul style="list-style-type: none"> • National VET Regulator • Compliance Registration Bodies (National and State) • State and Government Agencies



KEY CHALLENGES:

- Availability of trainer access throughout semesters to address compliance issues

ADDITIONAL INFORMATION:

- Working to tight and inflexible deadlines during key periods
- Provide after hours work for any urgent activities in response to RTO compliance.
- Overnight intra and/or interstate travel may be required
- Off site work may be required
- Participate in College events and activities.

AUTHORITY LEVELS: NIL

JOB REQUIRED CAPABILITIES:

REQUIREMENTS:	ESSENTIAL	DESIRABLE
Technical Skills	<ul style="list-style-type: none"> • Advanced skills in Microsoft Office suite of products. • Competent in a data management system eg Document Management System (DMS), Student Management System (SMS), Client/Customer Management System (CMS). 	<ul style="list-style-type: none"> • Experience in Vettrak (SMS). • Experience in Novacore (DMS).
Scheduling Skills	<ul style="list-style-type: none"> • Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines. • Excellent organisational ability and initiative, including prioritising to meet deadlines. 	
People Skills – Individual	<p>Demonstrated and proven:</p> <ul style="list-style-type: none"> • Works autonomously, while also being a strong team player. • High level of verbal, listening and written communication skills. • Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement. • Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people. • Ability to support, empower and skill others. • Ability and skills in problem solving. 	



REQUIREMENTS:	ESSENTIAL	DESIRABLE
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of Quality Standards and legislation including the NVR Act, Standards for RTO's 2015, WHS. • Ability to deconstruct and apply regulations, standards and acts eg NVR Act 2011, ASQA, WHS. • Ability to analyse and apply systematic evaluations to ensure compliance. 	<ul style="list-style-type: none"> • Understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities. • Solid understanding of Vocational Education and Training (VET). • Understanding of Australian Qualification Framework (AQF) • ACSF and adult literacy and numeracy development.
Experience	<ul style="list-style-type: none"> • 5 years + extensive experience working within an educational setting. Experience working within an RTO will be highly regarded. • Compliance experience within a training related role. • Demonstrated ability to develop and implement quality and compliance systems, policies and procedures. • Training and assessment resource development. • Experience in regulatory compliance. 	<ul style="list-style-type: none"> • Working with Aboriginal and Torres Strait Islander people. • Implementation of NVR and ASQA standards • Delivering and assessing nationally accredited courses.
Behaviour	<ul style="list-style-type: none"> • Ethical and professional approach to employment. • Highly motivated and the ability to work effectively in a team environment. • Ability to work within an Aboriginal organisation. • Attention to detail. • Ability to maintain confidentiality. 	
Education/ Qualifications/ Tickets/Licences	<ul style="list-style-type: none"> • Relevant higher level VET or tertiary qualification would be highly regarded in this role, including but not limited to: <ul style="list-style-type: none"> - Adult Training and Assessment - Quality Systems Management - Relevant auditing qualification at Diploma level or higher • Current DCIS National Criminal History Record Check (or prepared to obtain). • Child Safe Environments Certificate (or prepared to obtain). 	<ul style="list-style-type: none"> • Other tertiary qualifications will be considered.