



## Position Description

<b>Title:</b>	VET Compliance Officer
<b>Unit:</b>	Education and Training
<b>Reports To:</b>	Manager, Education and Training Unit
<b>Salary:</b>	\$70,000 pro rata per annum VACCHO offers attractive salary packaging options.
<b>Time Fraction:</b>	Part-time up to 0.8 FTE (hours negotiable)
<b>Employment Status:</b>	12 Months maximum term with possibility of extension
<b>Location:</b>	17 – 23 Sackville Street Collingwood 3066

### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### VACCHO Strategic Goals incorporate the following:

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Policy Development and Advocacy
- Quality Partnership & Networks

### Unit Overview

The VACCHO Education and Training Unit (ETU) plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health sector in Victoria. VACCHO is a Registered Training Organisation.

The ETU specialises in training programs for the expanding Aboriginal Health Workforce of Victoria and have specialist expertise in Aboriginal and or Torres Strait Islander Primary Health Care.

We also carry out other projects related to training and development for the benefit of the Aboriginal communities of Victoria.

## **Role Overview**

The position will undertake a range of activities including monitoring the overall quality assurance and compliance of VACCHO's RTO.

## **Key Responsibilities**

### **1. Compliance**

- Ensure file compliance against funding contracts
- Development of policies and procedures to meet VET requirements
- Assisting trainers to meet reporting for VTG funding
- Conducting compliance, audit and quality management activities to meet VTG requirements
- Conducting compliance, audit and quality management activities to meet ASQA requirements
- Assisting with customer service requirements in conjunction with the administration team
- Contributing to developing tender applications
- Assist the ETU Director to develop and manage course fee structure
- Provide accurate reports to the ETU Director and VACCHO's Business Services Unit
- Monitoring the overall quality assurance and compliance of VACCHO's RTO
- Other administration tasks as required

### **2. Student Records**

Overseeing the enrolment process, working with administration team to manage the student management system and ensuring that all student records are accurate and up-to-date

### **3. Training Assessment Strategies**

Ensure that training and assessment strategies are integrated within the RTO's including:

- Industry engagement
- Assessment systems
- Assessment practice
- Capacity, capabilities and resources
- Training programs

Assist RTO staff to:

- Ensure that there is a structured approach to planning and delivery of training and assessment.
- Check and monitor training and assessment meets all requirements to the relevant unit(s) of competency
- Clearly outline that the amount of training and how it is delivered or scheduled is defined
- Ensure consistent high quality delivery and assessment will be provided for students
- Maintain a sound system and documentation that all ETU staff and students are fully informed about the programs delivery and who is involved.

### **4. Training Needs Analysis**

Development and management of annual sector and industry training needs analysis, to consult with industry and work with trainers to review training as assessment strategies accordingly.

## **Key Standards Required Within VACCHO**

### **OHS**

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

### **Equal Employment Opportunity**

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

### **Quality**

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

### **Values and Principles**

All employees are required to adhere to the values and principles of VACCHO:

- Empowerment
- Respect
- Confidentiality
- Teamwork and Collaboration
- Integrity
- Commitment
- Compassion
- Optimism.

### **Key Selection Criteria**

- Demonstrated understanding and practical experience working with Aboriginal and Torres Strait Islander people.
- Excellent oral and written communications skills with an eye for detail.
- Experience developing and reviewing policies and procedures to meet compliance requirements
- Ability to incorporate a consultative approach with relevant staff
- Ability to be self-directed, to self-manage, and to work autonomously and proactively.
- Experience in a VET or education environment with a focus of Indigenous education.
- Strong IT skills in a range of software applications and databases such as Wisenet and VETtrak.
- Detailed and current knowledge of the Australian Qualification Framework, Australian Skills Quality Authority (ASQA) and State Government VET funding contracts.

