



Position Description

Title:	VET Compliance Coordinator
Unit:	Education and Training
Reports To:	Manager, Education and Training Unit
Salary:	\$65,000 - \$75,000
Time Fraction:	Full-time
Employment Status:	12 Months maximum term with possibility of extension
Location:	17-23 Sackville Street, Collingwood

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.

Unit Overview

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

The ETU specialises in training programs for the expanding Aboriginal Health Workforce and has 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 and interstate. VACCHO's Education & Training Unit is a Registered Training Organisation.

Role Overview

The position of VET Compliance Coordinator undertakes a range of activities including monitoring the overall quality assurance and compliance of VACCHO's RTO, including but not limited to, compliance, student records, training assessment strategies, and training needs analysis.

Key Responsibilities

1. Conducting compliance, audit and quality management activities to meet ASQA requirements
2. Maintenance of a catalogue of non-accredited Short Courses, scheduling, development and delivery of individualised short course programs for clients.
3. Oversee enrolment numbers and the student management system, ensuring that all student records are accurate and up-to-date
4. Maintain systems and documentation so that all participating students can monitor their progress against requirements.
5. Oversee all training, ensuring delivery and scheduling meets best practice requirements
6. Supervision of and assisting with customer service tasks, in conjunction with the Student Records Office team
7. Carry out other duties which are appropriate to the level of the position and skill level and experience of the incumbent, as directed by the Team Leader and Unit Manager.
8. Contribute as an effective team member, providing assistance and support to the Unit as required to meet set objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Position Related Information

- Travel within Victoria will be required for training in communities.
- A current Victorian Drivers Licence is required.
- All employees are required to have a National Police Check for employment.
- A current Working with Children check is desirable and/or would need to be obtained.
- VACCHO is a Smoke Free Workplace.

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations
- Experience in a VET or education environment with a focus of Indigenous education.
- Detailed and current knowledge of the Australian Qualification Framework
- Experience developing or implementing communications, marketing, and community campaigns
- Strong IT skills in a range of software applications and databases such as Wisenet and VETrak
- Strong organisational, planning and time management skills
- Ability to work autonomously, accurately, and maintain open lines of communication with Manager and the team

Qualifications and Experience

- Minimum of Certificate IV in Training and Assessment (TAE) or the ability to successfully gain a TAE qualification
- Qualifications in Business and experience in internal auditing
- Minimum one year experience in RTO compliance

Desirable

- Strong cultural capabilities and Indigenous sector networking skills
- Identifies as Aboriginal and/or Torres Strait Islander