

POSITION DESCRIPTION

Position Details

Position Title:	Regulatory Officer
Reporting To:	Associate Director, Quality Assurance & Standards
Unit / Group:	Quality Assurance & Standards
Direct Reports:	NA
Salary Classification:	Corporate Classification E1
Location:	Bldg 85, 97-99 Franklin Street, Melbourne VIC 3000
Date:	December 2024

Position Summary

Reporting to the Associate Director Quality Assurance and Standards, the Regulatory Officer is responsible for providing support for strategic projects involving the approvals and registration of new and/or existing international student pathway programs.

This is an integral role in managing the completion of documents required for program and course approvals and registration of new and existing pathway programs with the Tertiary Education Quality and Standards Agency (TEQSA). This role requires demonstrated working experience in an international education environment bringing the ability to interpret government legislation, standards, and internal policies. These include the Education Services for Overseas Students Act (ESOS), the National Code, ELICOS Standards 2018, Foundation Programs Standards 2021, and Higher Education Standards Frameworks

Position Responsibilities and Accountabilities

- Build effective relationships with key SME's and stakeholders across the RMIT Group.
- Develop and maintain a SharePoint site which acts as a repository for key documentation
- Provide advice on, and complete, actions required to approve and register programs and course based on regulations, standards and policies
- Prepare applications, documentation and reports for accreditation bodies (e.g. TEQSA) and audits.
- Coordinate accreditation processes, ensuring programs meet regulatory and quality assurance standards (e.g. TEQSA),
- Work closely with internal subject matter experts (SME) to produce and collate documents required for program and course approvals and registration of new and existing pathway programs with TEQSA.
- Consider and recommend risk mitigations associated with the approvals and registration of new and existing program and courses.
- Liaise between SME, senior management and academic governance committees to regulate the flow of information between these areas, respecting different responsibilities and confidentiality requirements.
- Produce a variety of reports and documentation for various academic and corporate governance structures

- Ensure all documents are adequately referenced, titled and saved according to university protocols and submitted for consideration by various committees to published timelines.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT Training's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.
<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

Qualifications, Knowledge, Skills & Attributes

Essential

- Relevant tertiary qualifications, or equivalent relevant work experience
- Previous working experience in a senior administrative role with a regulatory or legislative environment, preferably within an international education environment.
- Working knowledge of regulatory landscape for international education with a focus on higher education, including the Education Services for Overseas Students Act (ESOS), the National Code, ELICOS Standards 2018, Foundation Programs Standards 2021, and the Higher Education Standards Framework.
- Demonstrated skills and experience in the provision of quality administrative services with the ability to plan, prioritise tasks and achieve goals within an established period and amid conflicting deadlines.
- Demonstrated ability to interpret policies, procedures, legislation and standards; and monitor compliance to these documents with diligence.
- Producing high quality reports, correspondence, and advice relevant to audience and functions understanding the needs of both internal and external stakeholders.
- Demonstrated ability to draft documents, correspondence and prepare reports including the ability to deal with sensitive information and maintain confidentiality.
- Ability to create and maintain highly effective working relationships, including demonstrated ability to consult and liaise with staff across all levels of the organisation; as well as externally.
- Significant organisational problem-solving and time management skills, with the ability to manage own workflow and prioritise to ensure deadlines and targets are met.
- Well-developed analytical skills specifically in preparing and presenting reports and undertaking data analysis with proven computer literacy and proficiency in the Microsoft Office suite and ability to rapidly adapt to new software packages or systems.

Desirable

- Experience working in an English Language centre or international pathways college
- Experience working with a regulator within the education sector

Working at RMIT Training

RMIT Training is a company owned by RMIT University. We provide a range of education solutions to students, academics and professionals located in Melbourne and overseas.

Our vision is to be a successful provider of education solutions supporting the lifelong development goals of clients worldwide.

Our Values – Passion | Impact | Inclusion | Courage | Integrity | Imagination

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Date: _____