



## **Compliance Manager**

The Motor Trade Association Training and Employment Centre is the peak training organisation for the automotive industry, training 1000 apprentices and trainees, and has an excellent reputation as both a Registered Training Organisation (RTO) and a Group Training Organisation (GTO) within the Motor Industry.

We are seeking a highly experienced and self-motivated person to join our team. This is a great opportunity for someone looking to take ownership of this role and make an impact from day one.

In this role you will manage our Training and Employment Centre compliance to ensure it meets legislative and regulatory requirements.

Key responsibilities include:

- Ensuring MTA Training and Employment Centre (TEC) compliance with National Standards for ASQA.
- Ensuring compliance with funding arrangements and requirements.
- Developing and implementing high quality training programs to ensure the MTA is delivering and assessing training courses that meet national qualifications.

To be considered for this role you will need:

- Minimum three years experience in a similar role
- Diploma in Training and Assessment
- Excellent knowledge and demonstrated experience in implementing and managing RTO compliance requirements is essential.
- Strong analytical and research skills
- Excellent communication, interpersonal and relationship building skills.
- Written communication skills
- Negotiation and problem solving skills
- Ability to manage multiple projects and priorities to meet deadlines
- Ability to working both independently and as part of a team
- Initiative and drive
- Ability to effectively use Microsoft Office programs

If you would like to discuss the role further please contact Alana Sparrow, RTO Student Systems Auditor on 8241 0522.

If you are looking for a new challenge and are motivated to succeed, please apply by submitting a covering letter, which addresses the above criteria.

We encourage you to apply as early as possible as applications will be reviewed as we received them.

The successful candidate will be required to undergo a DHS Working with Children check and complete Safe Environments for Children and Young People training.

*The MTA is an Equal Opportunity Employer*