



Position Details

Position Title	Compliance Manager
Location	Training and Employment Centre 3 Frederick Road, Royal Park
Reports To (Position Title)	General Manager Training and Employment Centre
Financial Accountability (Expense Budget and/or revenue)	None
Management Responsibility (No of employees managed/supervised)	None

Responsibilities

Purpose of the Position	<ol style="list-style-type: none"> 1. To ensure MTA Training and Employment Centre (TEC) compliance with the National Standards for ASQA. 2. To ensure MTA Training and Employment Centre (TEC) compliance with funding agreements and requirements.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	Identifying and analysing compliance.	Time Spent
Purpose of Activity	To ensure the MTA RTO meets legislative and regulatory requirements.	75%

<p>Example Activities</p>	<ul style="list-style-type: none"> • Forensic analysis of compliance as per the National Standards – including using current internal audit reports by RTO Advice Group or others to identify and address deficiencies • Preparation of rectification plans to make the RTO compliant • In conference with management and through the construction of action reports, identify and prioritise compliance action items and timelines • Identify and advise resource requirements • Develop auditing procedures and undertake audit reviews • Develop tools to facilitate compliance • Ensure compliance with National Standards for the RTO • Ensure compliance with VET Quality Framework (VQF) for the RTO • Work with all staff to drive compliance outcomes in accordance with the requirements of appropriate Standards • Program events for staff in line with compliance requirements e.g. Trainers professional development, industry currency and validation • Track and review the continual improvement register • Drive change in staff attitudes towards compliance across the organisation • Report on compliance status and outcomes to management • Preparation of materials for audits • Provide assistance with tasks as assigned and as may be delegated from time to time by the General Manager Training and Employment Centre • Liaise with industry and government stakeholders 	
<p>Responsibility (2)</p>	<p>Develop and implement quality training programs</p>	<p>25%</p>
<p>Purpose of Activity</p>	<p>Assist with the preparation and review of training programs (including but not limited to the review of assessment tools, mapping of units and pre-validation) to ensure the MTA is</p>	

	delivering and assessing training courses that meet national qualifications.	
Example Activities	<ul style="list-style-type: none"> • Work on developing and delivering courses that meet national qualification standards • Maintain professional development • Ensure course materials validation • Develop training courses on spec to meet industry needs across a broad range of topics within current skills and experience 	
Total Weighting		100%

Responsibilities

It is the responsibility of the incumbent of the role to ensure that the following compliance requirements are met:

- ASQA National Standards RTO
- Relevant legislation and regulations including Workplace Health & Safety and Equal Employment Opportunities.
- Working with Children legislation
- Bullying and Harassment requirements
- Industry codes
- Training and Skills Commission Guidelines for Apprenticeships and Traineeships
- Federal Award - Vehicle Manufacturing, Repair, Services and Retail Award 2010
- MTA Values & Policy & Procedure

Knowledge, Skill and Experience Requirements

Knowledge	Essential	Preferred
<ul style="list-style-type: none"> • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	<p>TAE Diploma</p> <p>Minimum 3 years in a similar role.</p> <p>Safe Environments for Children and Young People training (or able to obtain).</p>	

<p>Skills</p> <ul style="list-style-type: none"> • Interpersonal Skills eg Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Preferred</p>
<p>Personal alignment with MTA Values</p>	<p style="text-align: center;">Essential</p> <p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p> <p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p>	<p style="text-align: center;">Preferred</p>

	Excellence: We strive to do and be the best in all that we do everyday.	
Computer Software <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	Essential Microsoft Suite	Preferred VETtrack and/or JobReady RTO. My Profiling Smartsheet
Technical Skills <ul style="list-style-type: none"> • Licences 	Essential DHS Working with Children Check (or willing and able to obtain).	Preferred
Experience <ul style="list-style-type: none"> • Industry and/or field experience. 	Essential Excellent knowledge and demonstrated experience in implementing and managing RTO/GTO compliance requirements.	Preferred Experience working with young people

Frequent Contacts

Internal Contacts Includes organizational managers and employees.	Chief Executive Officer, Leadership Team, RTO and GTO staff, Finance.
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Government bodies and regulators DIS and ASQA RTO Advice Group or the like

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none"> • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	<ul style="list-style-type: none"> • N/A
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