



POSITION DESCRIPTION

Project Manager – ASQA Re-Registration – HEW 8 Education Quality and Integrity Directorate

You will:

Manage and coordinate all requirements of the University's ASQA, pre re-registration process.

You are responsible for:

- Developing, administering, and monitoring re-registration project plans to ensure milestones and deliverables are met in a timely manner.
- Managing ASQA, pre-audit activities, including identifying and investigating non-compliances. Development and implementation of rectification plans.
- Working with key internal and external stakeholders to coordinate the provision of documentation, information and evidence required to apply for ASQA re-registrations.
- Providing timely and accurate committee reports, reports on re-registration activities and outcomes, including recommendations for further action, as required.
- Providing expert advice, support and recommendations to management and staff on a range of complex issues regarding compliance with the Standards for RTOs, the National Code, related frameworks, and advice or directives issued by the regulators ASQA.
- Undertaking and/or supporting audit and risk management activities related to ASQA compliance.
- Coordinating and/or developing responses to ASQA correspondence, decisions or proposed decisions regarding regulatory compliance and/or ASQA, re-registration matters.
- Ensuring the successful completion of each stage of the project by developing, documenting and monitoring scope and project plans, organising and coordinating project meetings and communications, preparing meeting documentation and securing stakeholder involvement.
- Promote the development of professional relationships with key internal and external stakeholders.
- Engaging with your peers, stakeholders and University management to build positive relationships and common agendas, resolve conflicts and negotiate mutually beneficial outcomes.
- Taking ownership of the outcomes of your projects and ensuring key performance measures are met and delivered returning value to the University.

Selection Criteria

Knowledge and Education	Skills and Experience
<p>Essential</p> <ul style="list-style-type: none"> • Sound knowledge of regulatory frameworks relevant to a tertiary education provider – Standards for RTOs 2018, National Code 2018 • Sound knowledge of ASQA regulatory processes, advice and directives. • Sound knowledge of the ESOS framework. • TAE40122 - Certificate IV in Training and Assessment equivalent or higher and industry experience in a similar position, with 5 years highly regarded, OR recent industry experience in a similar role of project management in the VET sector with an understanding of undertaking quality audits and compliance. • Compliance and regulatory understanding as it relates to credit transfers, RPL and gap training. • Ability to review curriculum against training packages and training.gov.au <p>Desirable</p> <ul style="list-style-type: none"> • Undergraduate and/or Postgraduate qualification • Knowledge of requirements for registration as an Australian university, particularly regarding research requirements and research benchmarks. 	<p>Essential</p> <ul style="list-style-type: none"> • Experience in managing a tertiary education re-registration process –ASQA and/or CRICOS registrations. • Project management experience. • Strong stakeholder management experience. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in managing functions related to each of the regulatory frameworks above. • Experience in coordinating or managing an external review of an institution. • Experience in managing re-registrations ASQA
Critical capabilities	Motivational and Job Fit Factors
<p>Achieves results</p> <ul style="list-style-type: none"> • Monitors work and projects against plans changing priorities. <p>Engages and connects</p> <ul style="list-style-type: none"> • Creates an environment that encourages regular open dialogue and flow of ideas. <p>Personal drive and integrity</p> <ul style="list-style-type: none"> • Ensure that others understand the legislation and policy framework in which they operate. <p>Shapes the future</p> <ul style="list-style-type: none"> • Weighs up options and applies sound judgement to develop realistic solutions for the University. <p>Communicates with influence</p> <ul style="list-style-type: none"> • Communicates complex technical/ specialist information in a way that can be understood. 	<p>This position would suit someone who gains job satisfaction from:</p> <ul style="list-style-type: none"> • Diversity in the workforce. • Collaborating and cooperating with other departments to achieve positive business outcomes. • Continuously improving and exploring new ways to do their job successfully. • Striving to understand and meet customer expectations and satisfaction. • Working on demanding tasks requiring substantial effort and commitment. • Working on tasks requiring great attention to detail.

Other job requirements

- This position may be required to travel for work purposes from time to time.