



Position Description: Quality and Compliance Manager

Position Title:	Quality and Compliance Manager
Fraction:	0.4 to Full-time
Site:	King St Campus
Reports to:	Vice President
Date:	23 / 11 /2017

Key Purpose

The position plays a key role in ensuring the quality and integrity of OIHE courses and is responsible for overall compliance with the higher education regulatory framework, covering both domestic and overseas students.

Organisational Context

Oxford Institute of Higher Education (OIHE) offers Bachelor of Business degrees in Accounting (CA and CPA accredited), Management, and Marketing to international and domestic students. OIHE is part of the long-established Oxford Education Group which offers high school, vocational, degree pathway and English-language courses.

The Quality and Compliance Manager will work closely with and report to the Vice President.

Position Summary

The Quality and Compliance Manager will work with the Institute Director and Head of School, external contractors and other staff, and will report to the Vice-President. The position plays a key role in ensuring the quality and integrity of OIHE courses and is responsible for overall compliance with the higher education regulatory framework, covering both domestic and overseas students. The Quality and Compliance Manager will manage all compliance, risk management and quality improvement processes, including the renewal and new course registration, accreditation and re-accreditation, and will embed quality practices including the management and oversight of compliance and quality audits.



Responsibilities

The key responsibilities of an appropriately qualified Quality and Compliance Manager include:

- Review and coordinate processes related to regulatory compliance, including renewal and new course registration, accreditation and reaccreditation functions
- Monitor and review internal policies and processes to ensure regulatory requirements and business needs are met
- Monitor and review evidence of successful implementation of policies
- Implement external review recommendations
- Undertake internal compliance reviews
- Provide administrative support to corporate and academic governance committees
- Facilitate and lead external benchmarking activities
- Manage regulatory submission timelines
- Perform any other tasks as required by the management that is relevant for the position.

Key Selection Criteria

Essential

To be considered for this role, you will need to demonstrate:

- Experience and knowledge of higher education regulatory and compliance requirements in Australia or overseas
- An ability to prepare policies, procedures, guidelines, proposals, reports and other documents as per relevant Acts and Standards
- An ability to review and implement a quality framework that integrates relevant policies and procedures
- Excellent written and verbal communication skills
- Ability to liaise and negotiate effectively with internal and external stakeholders
- A relevant degree or similar qualifications
- Right to work full-time in Australia

The successful candidate will have:

- Relevant work experience in the Australian higher education sector, in particular, higher education compliance and quality assurance work
- Demonstrated ability to implement regulatory frameworks, to drive and deliver quality outcomes
- Demonstrated ability to lead and co-ordinate the registration processes
- Experience in undertaking internal reviews to ensure compliance
- Proven ability to work collaboratively with colleagues
- Strong communication and interpersonal skills
- Prior experience in a private higher education institution, in a similar role, will be highly regarded.

Signed in acknowledgment of the requirements of the position.

Name (Printed): _____



Signature: _____

Date: ____/____/____