



## Coffs Coast Community College Inc.

ABN: 21 004 738 403

Level 1, City Square, 66-90 Harbour Dr, Coffs Harbour



11 April 2019

Dear Applicant,

Thank you for your interest in the position of **Compliance and Reporting Officer** at Coffs Coast Community College Inc. and Coffs Coast Alesco School. We are an Incorporated Association and Registered Charity. This position is expressly with the College.

Coffs Coast Community College has been a provider of Adult and Community Education for more than 20 years. The College is funded by the NSW Department of Industry and is a member of Community Colleges Australia. Coffs Coast Alesco School, an Independent School for Years 9 & 10 and now in its third year of operation, is a registered and accredited Special Assistance School.

We are looking for a dynamic **Compliance and Reporting Officer** to join our team. The remuneration for this position is as per the *Educational Services (Postgraduate) Award 2010* and includes allowances, loadings and superannuation. This is a permanent full-time position of 38 hours per week however flexible work arrangements may be negotiated dependent on qualifications and experience.

Our information package contains:

- This Letter
- Position Description
- Selection Criteria

Please carefully read through the information provided and respond by addressing all of the Essential and Desirable Selection Criteria separately as listed in the Selection Documentation and return your application together with a copy of your current resume. Your application is to reach us by **9.00am Wednesday 1 May 2019**. Late applications will not be accepted. Applications that do not address the criteria will not be accepted.

Please send your application to:

**Subject line: Compliance and Reporting Officer and your name  
manager@coffscollege.nsw.edu.au**

After the closing date, applications will be assessed against the Selection Criteria. Successful applicants will then be invited to attend an interview.

Candidates selected to attend an interview must provide proof of their qualifications. To be appointed, candidates must have been cleared as a prohibited person as required by the NSW Government Office of the Children's Guardian. A current Working with Children's Check clearance is essential and this must be verified prior to the commencement of employment.

Regards

Carolyn Thompson

General Manager/Principal