



Coffs Coast Community College Inc.

ABN: 21 004 738 403

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

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Position Description

Position Title:	Compliance and Reporting Officer
Reports to:	Manager Training and Quality Assurance
Direct Reports:	Nil
Working relationships:	Offices of Quality Assurance, Administration and Technical Staff, Trainers, Students, School Teachers and Staff, Parents/Caregivers, External agencies and Departments.
Position Purpose:	
<p>The primary aim of this role is to ensure that the College meets its legal, contractual and regulatory obligations such as those contained within AQTF, ASQA, ACE-CSO and Smart & Skilled with regard to Compliance, Records Management, Registers, Data and reporting. You may also be required to maintain other Registers and Reports as befits the business needs of the organisation. It is expected that you will participate and at times lead operations and tactical planning for best practice reporting and compliance matters. This may include provision of data and/or reports to the Manager Training and Quality Assurance and, at times the General Manager, for external and internal meetings and formal reports such as those to the Board. It is also expected that, as a member of the College and Registered Training Organisation, you will assist in the smooth operations of our Incorporation when required. You may be requested to represent the Incorporation as appropriate, especially in the areas of adult and community education and training.</p>	

DUTIES:

1. Work collaboratively and productively as a member of the College and Registered Training Organisation teams and in support of the directives of the Manager Training and Quality Assurance (and General Manager if required)
2. Establish and maintain quality Data and Record management systems, Registers, Reporting and Compliance for designated RTO functions to meet legal, contractual and regulatory obligations such as those contained within AQTF, ASQA, ACE-CSO and Smart & Skilled
3. Design and compile reports for external and internal use such as Tracking reports to capture Student Completions, Retention and Attrition and aid financial management.
4. Under direction, support the competence of RTO staff, including administration and operations officers and their functions with regard to data and record management systems, reporting and compliance
5. Work collaboratively and productively with peers, stakeholders (and partnering RTOs and organisations when required)
6. Participate in a range of training and/or professional development activities relevant to this role and the business of the College
7. Further continuous improvement and wise practice in VET, particularly as pertains to data and record management systems, registers, reporting and compliance
8. Assist with reception duties, customer enquiries and support other staff as required.

PERFORMANCE REVIEWS:

It is expected that the Compliance and Reporting Officer and the Manager Training and Quality Assurance will meet regularly and therefore have regular performance management conversations. In addition, more formal performance management reviews will normally occur annually and be determined at the discretion of management.