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# Coffs Coast Community College Inc.

ABN: 21 004 738 403

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



## Selection Documentation – Compliance and Reporting Officer

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|------------------------------|--|
| <b>Job Title:</b>            | Compliance and Reporting Officer   |
| <b>Responsible To:</b>       | Manager Training and Quality Assurance   |
| <b>Hours of Work:</b>        | 76 hours per fortnight   |
| <b>Employment Type:</b>      | Ongoing  |
| <b>Date Issued:</b>          | April 2019   |
| <b>Award Coverage:</b>       | <i>Educational Services (Post-Secondary Education) Award 2010</i>  |
| <b>Salary:</b>               | General Staff Level 6.2  |
| <b>1. Essential Criteria</b> | <ul style="list-style-type: none"> <li>• Knowledge and ability create and utilise complex spreadsheets</li> <li>• Knowledge and ability to operate within regulatory and legislative frameworks and work within a risk management and knowledge management context</li> <li>• Ability to operate and maintain the Compliance function of a Registered Training Organisation (RTO)</li> <li>• Strong interpersonal skills including organisational, communication, and time management</li> <li>• Ability to build the knowledge and acumen of RTO Staff</li> <li>• Proven problem solving skills</li> <li>• Ability to work unsupervised and as part of a team</li> <li>• Ability to obtain a Working with Children Check and National Police Check</li> </ul> |
| <b>2. Desirable Criteria</b> | <ul style="list-style-type: none"> <li>• Experience in a Registered Training Organisation (RTO)</li> <li>• Previous experience working with people from diverse and complex backgrounds</li> <li>• Sound customer service skills</li> </ul>  |
| <b>3. Qualifications</b>     | <p>Essential: Nil</p> <p>Desirable: A qualification in one or more of the following areas is desirable: Office skills; Administration; Quality Assurance; Regulation; Business; Management; Training and Assessing.</p>  |