



**Harvest**

## **Senior Quality Assurance and Compliance Officer**

### **JOB DESCRIPTION:**

#### **ROLE PURPOSE:**

Harvest Bible College is looking for a key role in our Academic Department. The Senior Quality Assurance and Compliance Officer (Senior QACO), in conjunction with other members of the Academic Department, is responsible for ensuring Government compliance and quality assurance of the academic programs and training education division of Harvest Bible College. This is outworked through driving and coordination of the accreditation schedule and processes, as well as providing written reports and documentation of accreditation documents for all Harvest's accreditation and compliance requirements and for quality assurance at every level and all sectors of the college.

More in-depth information regarding Harvest's expectations of this role can be found in the position description on our website (see link below).

### **JOB REQUIREMENTS:**

#### **MAJOR ACCOUNTABILITIES:**

The major accountabilities of this position are:

- Ensure government standards are addressed appropriately by Harvest's policy suite
- Ensure Quality and Assurance policies and procedures are current and highlight the continued approach to excellence in respect to teaching, learning, research, governance and administration.
- Manage Harvest's Quality system cycles relative to each sector
- Undertake an annual internal audit of HBC VET and HE operations and compile and coordinate the annual ASQA Statement of compliance
- Be responsible to drive and coordinate accreditation, re-accreditation and registration of all academic programs at Harvest ensuring they comply with government accreditation standards.
- Develop reports on areas of quality assurance for reporting to the Ministry Training Board
- Oversee and coordinate the document management system for the academic department
- Perform annual risk assessments in coordination with the Chief Academic Officer, President and Board.

To be successful you will have:

- Tertiary level qualification in related field
- Possession of a current drivers licence
- Satisfactory Working with Children's Check
- Satisfactory Police Check
- Strong project management skills
- Strong attention to detail and a high level of accuracy
- Ability to work independently on annual tasks and projects
- Proficiency in the full suite of Microsoft Office
- Highly developed organisational and time management skills

- Excellent communication skills
- Demonstrated ability to influence decisions of others
- Demonstrated experience in managing academic programs in accreditation, compliance, quality assurance and reporting preferably in the tertiary and post-secondary education sector
- Demonstrated ability to write and implement policy into procedures for effective organisational development

#### HOW TO APPLY:

- Email CV, cover letter and key selection criteria to [HR@harvest.edu.au](mailto:HR@harvest.edu.au)
- View full position description at <https://www.harvest.edu.au/about/employment/>
- Closing Date 17th February 2017

**\*\*Only applications with written responses to the Key Selection Criteria, along with Resume and Cover Letter will be reviewed\*\***

To be eligible for this position you must be an Australian citizen, Permanent resident. International applications will be accepted if you hold the appropriate work visa.