

Academic/Compliance Manager

About the business and the role

Greenhill Education Group Australia Pty Ltd trading as RGIT Australia is a leading vocational education provider in Australia and one of Australia's most competitive providers. With a founding principle of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to quality teaching, student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia, situated in Melbourne's CBD, is looking for a highly motivated and dedicated Academic/Compliance Manager to work within the Institute's Academic Department.

This is a **full-time** position.

We have an exciting opportunity for an organised and professional Academic/Compliance Manager to lead the department's academic operations. You will be responsible for training and assessment leadership, administration and compliance, and academic staff management, allowing you to contribute to the success of the organisation through the effective operation of the academic department.

Position Responsibilities

- Lead the academic operations for effective management of course delivery.
- Ensure the Institute's operations are conducted in accordance with RGIT's policies and procedures.
- Contribute to strategy, business planning and development in association with the Management.
- Ensure all training and assessment is conducted in a satisfactory manner.
- Play a key oversight role in accreditation, program review and other processes that are important for continuous improvement of the institute's activities.
- Engage faculty, staff and students in discussions of all-important institute issues and assuring a positive, high-quality working environment.
- Work closely with fellow colleagues and staff to ensure all academic/compliance goals are being met and the curriculum is fully compliant, appropriate and of high quality.
- Oversee relevant policies and procedures for the department and collaborate with others for their development and assurance of the Institute's compliance requirements.
- Ensure all registration/accreditation criteria is being met for the organisation's programs and seek out opportunities for new programs.
- Develop compliance monitoring plans based on legislative and regulatory requirements in the areas of academic and operations compliance.

To be considered for this position, applicants need to have the following:

- Bachelor's level qualification in a field relating to Business Administration/Management is required.
- Master's level qualified is preferred.
- TAE40116 - Certificate IV in Training and Assessment is required.
- BSB50920 - Diploma of Quality Auditing is preferred.
- A minimum of three (3) years of progressive leadership experience (expertise developing policies and procedures to promote continuous improvement, and specialised understanding of student success practices) is required.
- A minimum of five (5) years of progressive leadership experience is preferred.
- Demonstrated experience in educational leadership in the capacity of a Coordinator within an RTO, is required.
- Demonstrated leadership ability, with an emphasis on written and verbal communication, interpersonal, negotiation, organisational and problem-solving skills, is required.
- Highly developed organisational skills including the ability to prioritise, manage complex tasks and projects and meet deadlines whilst maintaining accuracy and attention to detail, is required.
- Extensive skill and knowledge with Microsoft Office Programs and Google drive to suit, is preferred.

To be successful in this job you will be a highly motivating and engaging individual with outstanding presentation skills that set you apart from others. You will have a proven track record of leadership in a work environment with demonstrated highly developed oral and written communication skills.

This position offers excellent career opportunities in a friendly and supportive work environment.

RGIT Australia is an equal opportunity employer. We are dedicated to attracting, retaining, and developing our people regardless of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community, and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander communities.

If you believe you are qualified and suitable for this position, please submit your cover letter together with your resume to hr@rgit.edu.au.