

Wyndham Community and Education Centre Inc

Job Description

Learn Local Quality Partnership Coordinator

Job Description

General Information

Incumbent:	TBC
Classification:	General Staff Level 7.1, Educational Services (Post-Secondary Education) Award 2010
Reports to:	RTO Manager
Hours:	38 hours
Core hours:	9am-5:06 pm, 5 days/week
Duration:	12 months

Position objective

The Learn Local Quality Partnership (LLQP) is an initiative of the Victorian Government to provide networks of support to Learn Local Registered Training Organisations (LL RTOs).

The LLQP Coordinator is responsible for the coordination of the Learn Local Quality Partnership including:

- planning, coordinating and leading regular partnership meetings
- advising LLQP members on compliance approaches to ensure adherence to ASQA, AQTF, VRQA and Skills First requirements
- identifying key compliance systems and processes across LLQP members and implementing best practice
- supporting and advising LLQP members in developing and maintaining audit schedules and plans
- supporting and advising LLQP members when undertaking internal audit activity

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Duties & responsibilities

- 1 *Advice and support to individual LLQP members*
 - 1.1 Provide advice and support in relation to compliance
 - 1.2 Advise on approaches to internal and external audits, qualification updates, extensions of scope and funding applications
 - 1.3 Support the review and update of policies, procedures, documents and forms
 - 1.4 Provide guidance in development and maintenance of plans, schedules and quality control of documents relating to compliance
- 2 *Coordinate LLQP meetings and facilitate networking*
 - 2.1 Coordinate LLQP meetings including:
 - Organise meeting logistics including venue hire/catering, as required
 - Prepare agendas and supporting papers and minutes
 - Chair LLQP meetings
 - Monitor and follow up organisation attendance / representation, as required
 - Invite guest speakers as relevant
- 3 *Document and report LLQP*
 - 3.1 Document and report on the LLQP, including:
 - Co-ordinate the development of a Partnership Plan for the LLQP detailing forward work agenda agreed by member organisations
 - Work with the RTO Manager to prepare a mid-year Progress Report for the Department of Education & Training
 - Work with the RTO Manager to prepare an annual Final Report for the Department of Education & Training
 - Attend LLQP reporting meetings with the Department of Education & Training
- 4 *Other requirements*
 - 4.1 Take on other duties consistent with the position as directed by the RTO Manager and/ or Wyndham CEC's Chief Operating Officer

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Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre as stated in its Constitution and Vision and Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

Key Selection Criteria

The person for this position will have:

1. Demonstrated ability to problem solve, time manage, prioritise and deal with a number of responsibilities.
2. Highly developed interpersonal skills including written and verbal communication.
3. An ability to provide a high level of leadership and strategic direction.
4. Demonstrated ability to develop and implement systems, policies and procedures.
5. Understanding of Skills First funding contract and guidelines.
6. Understanding of RTO standards for either or both ASQA/VRQA.
7. Demonstrated experience working in a management position within a Registered Training Organisation.
8. Understanding of student management systems and data reporting requirements.

Qualifications

- A degree in a relevant discipline is desirable.
- Certificate IV in Training & Assessment.
- VIT Registration or Working with Children Check.
- Current Police Check.