



POSITION DESCRIPTION

Position Title:	Assistant Director, Admissions Transparency Project
Section:	Assurance Group
Employment Type:	Ongoing, Full-time
Salary Range:	\$98,619 to \$108,997pa plus 15.4% superannuation
Classification:	Executive Level 1
Location:	Melbourne, Victoria
Reporting to:	Director, Assurance
Agency Employment Act:	PS Act 1999

Job Description

The Provider Assessment Groups

Two Provider Assessment groups (the Assessment and Investigations Group and the Assurance Group) are responsible for delivering TEQSA's core business of undertaking regulatory assessments of applications for (re)registration and (re)accreditation from providers against the Higher Education Standards Framework. The groups have responsibility for the active case management of approved higher education providers covering all aspects of regulation and quality assurance.

The Assurance Group is responsible for applications from higher education providers at the moderate or low risk levels. This Group will also be responsible for applications for Self-Accreditation Authority and Change of Category (to one of the University categories).

The group also undertakes continuous monitoring of providers and their compliance with the Higher Education (HE) Standards Framework.

Directly, and in collaboration with the Engagement Group, the teams within the groups liaise with TEQSA's key stakeholders, such as higher education providers, provider peak bodies, professional accreditation bodies, external experts and overseas quality assurance bodies.

The Position

The Assistant Director reports to the Director of the Assurance Group. The role will focus on project management for the Admissions Transparency Project, particularly on planning and directing a baseline formative assessment of the admissions information presented by all registered providers, and subsequently monitoring and reporting on their progress in improving transparency of this information for prospective students.

The role may contribute to improving business processes and assist with policy development.

This position may involve interstate travel.

Duties

- Under general direction from the Director, lead and manage a team to plan and manage the establishment and implementation of the Admissions Transparency Project and other projects on related issues for the Assurance Group, especially to:
 - undertake assessments of provider implementation of the recommendations of the Admissions Transparency Implementation Working Group, consistent with the relevant HE Standards
 - report to government on the assessments
 - develop a guidance note for providers on TEQSA’s approach to admissions transparency
- Plan and monitor the workflow of the team towards achieving project goals and milestones, including development of a Guidance Note on admissions transparency
- Liaise regularly with the Assessments and Investigations Group to manage assessment of providers that are otherwise allocated to and assessed by that Group
- Represent the Agency in liaison with providers and stakeholders through established relationships and networks
- Provide strategic advice to the Director on assessment , monitoring and other business processes and continuous improvement initiatives
- Provide professional advice to providers on how TEQSA will assess their compliance with the HE standards, particularly those relating to Admissions
- Provide leadership and capability development and change management for the team.
- Provide input into the development and review of business processes generally
- Assist in the planning, managing and monitoring of financial budgets for the Group.
- Monitor the operations of approved higher education providers and developments that may impact on their ability to meet the Standards
- Build professional relationships with providers as well as other regulatory bodies, external experts and professional accreditation bodies.
- Contribute to the development and achievement of group and agency strategic objectives and plans
- Other duties as required.

Capabilities

Capabilities	Description
Job Context and Environment	The demonstrated ability to develop a detailed understanding of the higher education sector within a regulatory context, domestically and globally, including sector trends, provider and systemic sector risk; assess how current and proposed higher education providers operate; and utilise such knowledge to effectively regulate and quality assure Australia’s higher education sector.
Management diversity and span	Demonstrated strong leadership skills in setting direction, motivating and developing people, including managing performance for quality outcomes. An established ability to manage Agency staff, external experts, contractors and business workflows. Extensive project management skills and experience.

Capabilities	Description
Stakeholder engagement and communication	The demonstrated ability to develop and maintain and develop relationships within TEQSA and across domestic and international higher education stakeholders and regulatory bodies. An ability to effectively communicate with stakeholders.
Analysis and decision making skills	The demonstrated ability to think critically when extracting and interpreting information (especially from electronic systems); analyse evidence to identify issues, trends and risks; think laterally about issues in order to apply the three regulatory principles of risk, proportionality and necessity to recommend effective strategies, solutions, and where applicable, make decisions.
	Maintain and apply work knowledge, including precedents, relevant legislation, standards, quality assurance procedures, reporting requirements, best practice regulatory models, policy, procedures and guidelines;
	Ability to undertake high level analytical and monitoring work, including of the transparency and accessibility of online data and materials
Learning agility	The demonstrated ability to adapt quickly and effectively to new requirements and situations, showing initiative to take action to remain abreast of new sector trends and developments; an ability to learn from past experience and apply learning to ensure continuous improvement in work practices; ability to manage and lead change processes.

Qualifications

Relevant tertiary qualification(s) and experience in the Australian Higher Education sector or regulation of the sector is preferred.

Eligibility

The successful applicant must:

- be an Australian citizen, or, subject to approval of the Agency Head, hold the necessary visa and work permits appropriate to the employment;
- satisfactorily complete a National Police Check; and
- obtain and maintain an Australian Government Security clearance to Baseline Vetting level.

Failure to satisfy any of these conditions may result in the withdrawal of an offer of employment or termination of employment.

TEQSA supports workplace diversity and values the contribution of people from diverse backgrounds. In particular, applications are encouraged from Aboriginal and/or Torres Strait Islander people, people with disability, and people with cultural and linguistic diversity.

About TEQSA

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA was established on 29 January 2012 under the *Tertiary Education Quality and Standards Agency Act 2011*.

TEQSA's role is to ensure that quality standards are being met by all higher education providers so that the interests of students and the reputation of Australia's higher education sector are promoted and protected. TEQSA takes a risk-based approach to planning and implementing its assessments of provider compliance with these standards.

All providers of higher education – universities and non-universities alike – that offer higher education qualifications in or from Australia, must be registered by TEQSA. Providers that do not have self-accrediting authority, which is virtually all of the non-university providers at present, must also, have their courses of study accredited by TEQSA.

Vision

TEQSA is recognised in Australia and internationally for its effective, responsive and risk- reflective approach to standards-based quality assurance and for the contribution it makes to sustaining the reputation of Australian higher education.

Mission

To safeguard student interests and the reputation of the higher education sector by assuring the quality of Australian higher education through a proportionate, risk-reflective approach which allows higher education providers to pursue their individual missions and encourages diversity, innovation and excellence.

Further information about TEQSA can be found at: www.teqsa.gov.au.