Australian Government

Tertiary Education Quality and Standards Agency

TEQSA

POSITION DESCRIPTION

Position Title:	Risk Analyst
Section:	Assessment and Investigations Group
Employment Type:	Ongoing, Full-time
Salary Range:	$71,340 to $76,268 plus 15.4% superannuation
Classification:	APS Level 5
Location:	Melbourne, Victoria
Agency Employment Act:	PS Act 1999

Overview

The Provider Assessment branch is 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. It has responsibility for the active case management of groups of approved higher education providers covering all aspects of regulation and quality assurance. The Branch consists of the Assessment and Investigations Group and the Assurance Group.

The Assessment and Investigations Group is responsible for cases of high risk and/or high complexity, initial registrations, compliance assessments, cases requiring investigations and sanctions (both under the TEQSA and ESOS Acts) especially cases leading to possible rejection of registration, and cases referred to the Administrative Appeals Tribunal. Further specialisation within the Group will be structured around assessing registrations and course accreditations. This Group will be required to have a high level of technical expertise in relation to the ESOS obligations.

Position Overview

The person in this role provides specialist technical advice and analysis to the Senior Management Team on risk analysis, regulatory reporting, undertakes risk assessment cycles and risk assessment of provider applications and input into data checks and validation. This position may involve interstate travel.

Duties

- Analyse and interpret provider risk profiles and other data (i.e. PRISMS) to inform assessment scoping.
- Monitor provider performance through review and analysis of responses to conditions and other data and information requests.
- Contribute as required to producing external facing data and analytical reports that support TEQSA's educative regulatory functions;
- Provide specialist technical advice and analysis to Senior Management Team on issues in areas of expertise including risk analysis, regulatory policy, and analysis and reporting;
- Undertake annual risk assessment cycle; assist in the scoping of regulatory assessments and support communications with providers as appropriate.
- Contribute as required to data validation and completeness checks as part of the TEQSA's data acquisition functions;

- Maintain current professional knowledge including best practice models in relation to specialist area and regulatory requirements;
- Contribute to development and maintenance of policy, technical manuals and guidelines in support of the group's functions.
- Operate under limited direction as required to manage cases that are at either high - low/ moderate risk level, to deliver the assessment of applications under relevant legislation for (re)registration, course (re)accreditation and assurance activities.
- Undertake risk based assessments of applications as required, reviewing and analysing evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision-makers.
- Maintain and apply comprehensive work knowledge, including knowledge of precedents, relevant legislation, standards, quality assurance procedures, reporting requirements, best practice regulatory models, policy, procedures and guidelines to assessments involving complexity and sensitivity and requiring considerable interpretation and analysis.
- Other duties as assigned.

Selection Criteria

1. **Job Context and Environment**
   - Have a sound general knowledge of the role and functions of the agency and an understanding of how these relate to a work area.
   - Maintain a well-developed understanding of relevant legislation and policy frameworks
   - Analyse, interpret, monitor and report on provider data and applications.

2. **Leadership and accountability**
   - Provide technical expertise in specialist area across a range of programs or activities for the agency.
   - Ensure compliance with legislative frameworks, government decision-making processes and agency guidelines and regulations.
   - Assist with maintaining appropriate risk management programs

3. **Independence and Decision-making**
   - Work under limited guidance in relation to their area of expertise.
   - Exercise judgement to make decisions governed by the application of rules, regulations, best practice principles or the agency's operating instructions and procedures, under the support and general direction of a higher classification level.
   - Perform objective and systematic research and analysis to obtain accurate conclusions based on evidence.

4. **Stakeholder Management**
   - Liaise with internal and external stakeholders on policy, project or operational issues.
   - Maintain internal and external networks.

5. **Management Diversity and Span**
   - Role may also be required to undertake specialist or technical research and analysis, conduct investigations and provide advice on policies and legislation.
   - Contribute to the setting of the direction of work priorities and practices, monitoring work flow and identifying training needs for lower classification levels.

Qualifications

Tertiary qualification is required and experience in the Australian Higher Education 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* (the Act).

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. TESQA 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.

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*.