



Australian Government
Tertiary Education Quality and Standards Agency

Candidate information pack

Director Regulatory Investigations and Enforcement



TEQSA

OFFICIAL

CANDIDATE INFORMATION PACK

Position Number:	TBA
Position Title:	Director Regulatory Investigations and Enforcement
Group / Team:	Regulatory Operations
Employment Type:	Ongoing / Full-time
Classification:	Executive Level 2 (EL2)
Salary Range:	\$146,720 to \$176,120 plus 15.4% superannuation Competitive remuneration, salary may be negotiated with the successful candidate commensurate with EL2 work level standards
Reporting to:	Executive Director Regulatory Operations
Location:	Melbourne or Canberra (<i>other locations may be considered</i>)
Agency Employment Act:	<i>Public Service Act 1999</i>

About us

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA protects the interests of students and the reputation and standing of Australian higher education.

As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by the principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in higher education.

TEQSA has three strategic objectives in delivering its purpose:

1. Promote and support good practice and effective self-assurance across the sector.
2. Identify, analyse, and respond to risks to the sector.
3. Ensure compliance with applicable legislation through effective and efficient regulation.

Our culture

Our organisational culture reflects our *Culture Plan 2023* and the core values and behaviours that guide how we approach our work and interact with each other.

The core values by which we operate include:

- **Trust** – We have confidence in each other to do our best. We encourage open and honest conversations that focus on the issue, not the person. We promote a supportive and safe workplace environment.
- **Respect** – We approach every situation with kindness, compassion, and an open mindset. We value people, the range of views and experience they bring, and the work they undertake.
- **Accountability** – We hold ourselves and each other accountable for our actions, how we work together, and the quality of what we deliver. We gather feedback, reflect, and act on opportunities for improvement.

- **Collaboration** – We draw on our collective strength by encouraging each other to contribute to the achievement of shared objectives. We provide context and information to help others succeed.

At TEQSA, we are building a working environment that aligns with our cultural values and cultivates a rewarding, stimulating, and engaging workplace. If our organisational culture resonates with you, we want to hear from you.

How we value our employees

TEQSA is committed to investing in its people. Why work for us?

- **A full-time role in a for-purpose organisation** that protects the interests of students and the reputation and standing of Australian higher education.
- **Flexible working arrangements**, including working from home to balance work and personal life.
- **Conveniently located spacious office** close to public transport in the heart of Melbourne CBD or in the Parliamentary Triangle Canberra.
- **Competitive remuneration**, salary may be negotiated with the successful candidate commensurate with EL2 work level standards.
- **Generous leave entitlements**, including study leave to support your professional development, personal leave, and paid time off over Christmas!
- **Competitive superannuation at 15.4%** and remuneration.
- **Professional development that is supported and encouraged** so your career continues to grow as you enhance your technical and leadership skills and capabilities and build a career at TEQSA.
- **Free Employee Assistance Program for you and your immediate family members.** Our external partner is a leading provider of wellbeing and mental health support services.
- **Workplace diversity and inclusion.** TEQSA welcomes people with diverse skills, experiences, perspectives, and backgrounds. TEQSA encourages applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTQIA+, and people from culturally and linguistically diverse backgrounds.

Regulatory investigations and enforcement

The Commonwealth Government has announced its intention to amend the *Tertiary Education Quality Standards Agency Act 2011* (TEQSA Act) to give TEQSA stronger monitoring and enforcement powers, including directions to rectify breaches of conditions, significantly increased financial penalties, and amended principles of regulation.

TEQSA is redesigning its organisational structure to support the effective implementation of potential new powers and to strengthen its regulatory investigations and enforcement functions. TEQSA's new regulatory investigations and enforcement functions will focus on areas of high risk to higher education students and the higher education sector more broadly; such as racism and poor provider governance. The newly created role of Director Regulatory Investigations and Enforcement will support the development of these functions and lead TEQSA's investigations and enforcement activities.

About the position

The Director Regulatory Investigations and Enforcement provide leadership to the Investigations and Enforcement teams, works with other senior officers within TEQSA to develop and implement strategic investigation and enforcement strategies, and ensures TEQSA's investigations and enforcement activities are consistent, proportionate and effective.

Reporting to the Executive Director, Regulatory Operations this role leads the agency's investigation and enforcement activities to deliver regulatory investigations and enforcement activities consistent with TEQSA's legislated role and Regulatory Strategy. The position plays an essential role in positioning TEQSA as an effective and trusted regulator by ensuring investigations and enforcement actions are targeted to address the most significant risks to the higher education sector and higher education students.

Duties and key accountabilities

Support the development of the investigations and enforcement functions and manage complex investigations

- Oversee and manage complex investigations arising from complaints, identified risks, and sector-wide thematic analysis. Manage the full investigation lifecycle including triage, analysis of regulatory intelligence, investigation planning, evidence gathering, interviews, and reporting – to ensure regulatory action is consistent, proportionate, and effective.

Lead and manage enforcement actions

- Oversee and manage complex enforcement actions under both the *Regulatory Powers (Standard Provisions) Act 2014* and TEQSA Act. This includes working with both TEQSA's General Counsel and external counsel to take enforcement actions through court proceedings.

Provide strategic direction, governance, and expert regulatory advice

- Set and maintain standards for proof, validation, evidence, and investigative methodology. Provide authoritative advice on complex regulatory issues, investigations, and enforcement options, ensuring decisions are defensible, procedurally fair, and aligned with legislative and policy frameworks.

Lead and develop a high-performing team

- Manage and mentor analysts, and other regulatory staff, fostering a culture of professionalism, and continuous improvement. Build capability in investigative practice, enforcement, and high-quality written outputs.

Strengthen intelligence, risk assessment, and operational performance

- Work with other staff across TEQSA's regulatory functions to develop intelligence products, risk assessments, and thematic analyses to inform prioritisation and regulatory decision-making. Enhance triage processes, workflows, and case management systems to ensure resources are directed to matters of highest regulatory and higher education sector impact.

Deliver high-quality reporting and represent the organisation with professionalism

- Produce clear, comprehensive investigation reports, briefs of evidence, and recommendations for senior executives, audit committees, and statutory decision-makers. Represent the organisation in high-profile or sensitive contexts as delegated, maintain trusted relationships with internal and external stakeholders, and contribute to positioning the agency as a credible and effective regulator.

Other duties as required

Our ideal candidate

TEQSA is looking for someone who is passionate about contributing to the excellence of Australian higher education. Our ideal candidate will have:

1. Extensive experience in a regulatory environment requiring an expert level of understanding of legislation.
2. Expertise in developing and leading teams, preferably within regulatory and government environments.
3. Experience in leading complex and high-profile regulatory investigations. Experience in leading complex enforcement actions.
4. Strong written and verbal communication skills, with the ability to provide clear advice and articulate well-reasoned recommendations.
5. Strong stakeholder engagement experience, including representing organisations externally.
6. Experience in delivering risk-based strategic programs, including scoping, briefing and reporting.
7. Demonstrated ability to maintain a high level of integrity and act in accordance with the APS Values and Code of Conduct at all times.

Qualifications and experience

- Relevant tertiary qualification(s) in public sector administration, regulation, law or relevant field will be highly regarded.
- Experience working in a regulatory environment including leading investigations and enforcements teams is preferred.

How to apply

Your application must include the following items:

- [TEQSA Job Application Cover Sheet](#)
- A current resume (maximum two pages)
- A two-page cover letter (pitch) (maximum 1000 words) detailing how your skills and experience address the 'our ideal candidate' section (i.e., what makes you the best candidate for the position), and the value you can add to TEQSA.

Once prepared, please submit your completed application to recruitment@teqsa.gov.au.

Handy hints

- ✓ Your pitch should be succinct and showcase your skills, knowledge, experience, and qualifications.
- ✓ For assistance with preparing your response, you may wish to refer to [Australian Public Service Work Level Standards](#) relevant to the Executive Level 2 (EL2) classification level and [Cracking the Code](#).

Eligibility

The successful applicant must:

- be an Australian citizen.
- be able to complete a satisfactory National Police Check.
- be able to obtain and maintain an [Australian Government Security Vetting Agency \(AGSVA\)](#) clearance to Negative Vetting Level 1 status, supported by TEQSA, which must be maintained throughout the period of employment.

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

Additional information

- This recruitment process is being conducted to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Tabor Akman on 03 8306 2418 or email recruitment@teqsa.gov.au.

The image features a background split diagonally from the top-left to the bottom-right. The upper-left portion is a solid blue color, while the lower-right portion is a solid orange color. The diagonal line is a thin, light beige color. In the bottom-left corner, on the blue background, the text 'TEQSA' is written in a large, white, sans-serif font. Below it, the website address 'teqsa.gov.au' is written in a smaller, white, sans-serif font.

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