



JOB AND PERSON SPECIFICATION

Title of position:	Academic Compliance Officer
Department:	Chief Academic Officer
Reports to:	Chief Academic Officer
Created:	November 2022
Last Updated:	November 2022

JOB SPECIFICATION

1. Preamble

Tabor is a multidenominational College which upholds Christian orthodoxy as expressed in the Nicene Creed. We value and respect the vitality of Pentecostal and Charismatic expressions of faith, the biblical focus of Evangelical Christians and the distilled learning of the wider Church. Our community life is shaped by the following theological emphases:

- (a) Christ-centred: Jesus Christ is the centre of our faith. His life and teaching, death, resurrection and ascension declare him to be Lord and Saviour and most fully reveal to us the nature and purpose of God.
- (b) Spirit empowered: We look to the empowering presence of God the Holy Spirit to renew, direct and shape our individual lives and the corporate life of the Tabor learning community.
- (c) Trinitarian community: The Christian experience of God as Father, Son and Holy Spirit enriches our community with the self-giving love of the Triune God.
- (d) Biblically based: We look to the Bible as the inspired word of God, true and reliable in all that it affirms and authoritative for matters of Christian faith, life and ministry.
- (e) Respect and care for the individual: We affirm that every individual is created in the image of God and therefore has a God-given worth and dignity which demand our respect and care.
- (f) Worship as foundational: We affirm corporate worship as a joy and a service we owe to ourselves and each other as we seek to uphold and nurture the shared faith that underpins our learning community.
- (g) The priority of God's mission: The love of Christ compels us to be active in both evangelism and social concern; together, these express the power of the gospel to overcome evil with grace.
- (h) The reality of hope: The resurrection of Jesus, the gift of the Spirit, and the community of the Church collectively fill us with the hope of a renewed Creation and an unhindered relationship with God. We live in faith and love now because we are a people of hope.

Tabor is a learning community that values:

- (a) Partnership in learning: students, academics, support staff, Boards, Committees, community organisations and professional bodies are viewed partners in the enterprise of vocational and higher education.
- (b) Authentic community: students and staff feel part of a community that is enriching and supportive academically, spiritually and personally.
- (c) Excellence in both academic and vocational education.
- (d) Excellence in scholarship and research.
- (e) Continuous improvement in teaching and learning.
- (f) Freedom of academic inquiry and expression.
- (g) Learning and research that transforms – personally, professionally and through its contribution to civil and global society.
- (h) Equity, social justice and service to the local and global communities – including access to courses by those who are disadvantaged or disabled.
- (i) Exemplary individual and corporate citizenship
- (j) Environmentally responsible practices.

The Academic Compliance Officer will be expected to embrace the values of Tabor and to develop his/her role as an outworking of the relevant aspects of the Tabor's Strategic Plan.

Staff must abide by the workplace health and safety policies of Tabor

2. Summary of the broad purpose of the position, in relation to Tabor's goals

The Academic Compliance Officer is responsible for supporting the Chief Academic Officer in ensuring that Tabor remains compliant with its regulatory requirements as a registered Australian higher education provider. The Officer is responsible for assisting with the maintenance of current course accreditation, institutional registration, benchmarking and other quality assurance processes and reporting.

The role provides operational support and advice to the Chief Academic Officer, President and Senior Executive on achieving and maintaining compliance with regulatory and accreditation standards. The Officer plays a key role in providing the College's various decision-making bodies, including the Board of Governors and Academic Board, with accurate and relevant information and reports they require to make informed decisions.

3. Reporting/working relationships

The Academic Compliance Officer (ACO) reports to the Chief Academic Officer, but will also have direct working relationships with the President and Senior Executive.

The ACO will work in collaboration with the Academic Quality and Innovations Officer, Registrar and other staff at Tabor.

4. Conditions

1. The position is 1.0 FTE and based at the Adelaide Campus of Tabor.

2. Networking opportunities and teaching/assessment/supervision may require on-campus day, evening and intensive sessions, and external studies/flexible learning responsibilities.
3. Working hours, pay, superannuation and leave provisions are in accordance with Tabor Enterprise Agreement 2019 and Staff Policies and Procedures.
4. The Academic Compliance Officer is required to be familiar with and to comply with all relevant Tabor policies/procedures/codes, as amended and updated from time to time. All relevant policies can be accessed on Tabor's IT network and are available in hard copy on request.
5. The position is subject to performance reviews on the basis of the outcomes listed in this position description in Sections 2 and 5, and according to Tabor's Policy on Performance Management.

5. Key result areas and responsibility

To ensure Tabor remains compliant with the regulatory mechanisms and bodies needed to maintain its standing as a registered higher education provider offering TEQSA accredited awards.

PERSON SPECIFICATION

Essential Minimum Requirements (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

1. A degree in business, leadership, communications or other relevant field in which critical analysis and well developed written and oral skills were required or substantial experience with report writing, standards, policies and regulations.

Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment)

1. Commitment to the Christian faith and the ethos of Tabor, and ability to integrate the Christian faith into his/her day-to-day responsibilities
2. Ability to interpret complex regulatory and accreditation standards, policies and procedures and draw out the practical implications of these for institutional policies and processes
3. Strong critical thinking and problem-solving skills and the ability to analyse, summarise and present data
4. Strong interpersonal and oral communications skills and the ability to work effectively with a team
5. Highly developed time management and organisational skills, including the ability to plan, coordinate activities and balance priorities in a demanding environment
6. Excellent report writing skills

7. Demonstrated ability to contribute to the production, development and review of institutional policies and procedures
8. Superior attention to detail and administrative skills

Experience

1. Experience providing a secretariat service to boards and/or committees
2. At least 12 months experience working in a similar role in a higher education institution

Knowledge

Knowledge of regulatory frameworks and context pertaining to Australian higher education, including HESF (2021), AQF and TEQSA

Desirable Characteristics (to distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the position)

Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment)

- Nil

Experience

- 5 years' experience working in a similar role in a higher education institution
- Experience with course development and reaccreditation processes
- Experience engaging with TEQSA
- Experience with an institution which has achieved Self Accrediting Authority

Knowledge (will be needed for the role but can be developed on the job if need be)

- Knowledge of HESA 2003 and AIP

SIGNATURES OF PARTIES

Date position description agreed with appointee/occupant: _____ Date: _____

Name of Appointee/Occupant: _____

Signature: _____ Date: _____

Name of Supervisor/Line Manager: Chief Academic Officer

Signature: _____ Date: _____

Date final position description authorised by Tabor: _____ Date: _____

Name of executive staff member authorising this position description: (Senior Executive or his/her delegate)

Signature: _____ Date: _____

Position of person authorising this position description: (Senior Executive or his/her delegate) Finance and HR Manager