

## Position Description

**Title** – HR compliance officer (Junior position)

**This is a multi-tasking role that relates to trainers' and assessors' Human Resource (HR) compliance. The role involves with document management and includes keeping track of trainers' and assessors' documents.**

### *Company Profile*

AIBTGlobal is a private vocational education provider delivering over 90 different Australian qualifications to international students from over 70 countries. AIBTGlobal has 2 main types of international students – one looking towards academic pathways to universities, and the other interested in vocational training to gain a skill and be job ready. Within Australia we have state-of-the-art campuses in Brisbane, Sydney and Hobart, as well as two signature Training Restaurants, two Engineering Workshops and an international campus in Singapore.

Currently, we deliver our training across 9 main faculties:

- Branson School of Business
- Diana School of Community Services
- Ace Aviation Aerospace Academy
- Bespoke School of Grammar
- Ada School of IT
- Sheldon School of Hospitality
- Edison School of Tech Sciences
- Fauchard School of Dental Sciences

Established in 2015, the business has transitioned from a small training institute to a reputed and culturally diverse organisation in Australia. AIBTGlobal today has recruited over 150 trainers and assessors. Therefore, we require an officer who can assist in the compliance of HR department which relates to the trainers and assessors.

**Supervisor:** Head of Quality Assurance (Compliance, Registration and Accreditation)

### **Key responsibilities:**

- Assist in the collection and storage of required HR documents,
- Provide the reminder to trainers and assessors for the fulfillment of HR compliance (e.g., the submission of required documents, the attendance of professional development (PD) activities),
- Provide summary report regarding HR compliance to senior staff (e.g., the summary of required/missing documents),
- Assist in document validation and verification process,
- Understand and learn relevant legislative requirements (e.g., RTO standards 2015).
- Check quality of HR documents (e.g., HR matrix, PD plan, and PD logbook),
- Assist in organising the College PD activities,
- Ensure HR documents and evidence are stored appropriately,
- Assist in organising HR compliance tasks (e.g., Keep track of the expiry date for HR required documents),
- Work with trainers and assessors to achieve HR compliance tasks,
- Assist in addressing staff's enquires.

- Assist in college registration and course accreditation process/work
- Other compliance-related work assigned by Head of Quality Assurance.

### Required experience/academic background

| Academic requirement   | Required abilities and skills  |
|--|--|
| <p><b>Bachelor's degree or above from business related majors. Preferable: HR qualification.</b></p> | <ul style="list-style-type: none"> <li>- Information searching skill</li> <li>- Proficient English skills,</li> <li>- Microsoft Office (e.g., Word, Excel, Outlook, PowerPoint)</li> <li>- Time management skill,</li> <li>- Organising skill,</li> <li>- Ability to perform multitask,</li> <li>- Interpersonal communication skill,</li> <li>- Fast learner (e.g., legislative requirements),</li> <li>- Attention to details,</li> <li>- Ability to work as a team and individually.</li> </ul> |