

Position Description

Title –School Compliance officer (Junior position)

This is a multi-tasking role that supports the organisation in meeting its compliance obligations.

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 department which relates to the academic and general compliances.

Supervisor: Compliance Manager

Key responsibilities:

- Work directly with the Compliance Manager to ensure best practice within the School and compliance with all relevant standards, legislation and related frameworks
- Providing administration support to compliance team
- Communicate and implement any changes to regulatory requirements with other staff members
- Assisting and ensuring up-to-date, relevant and best practice compliance. This will include for example, support staff training, industry currency of trainers/teachers and student management
- Support compliance manager in all audit processes
- Entry and exit meeting preparation

- Obtain, analyse and evaluate documentation, previous quality audit report, data, and validation reports to establish possible impact on the conduct of the current audit
- Identify non-compliance and recommend suggestions for improvements
- Maintain open communication with management, auditee, audit team members and other stakeholders
- Document process and prepare audit findings memorandum
- Engage to continuous knowledge development regarding rules, regulations, best practices, tools, techniques and performance standards
- Any other task(s) as assigned to you by compliance manager

Required experience/academic background

Academic requirement	Required abilities and skills
<p>Bachelor's degree IELTS 7.5 or equivalent</p>	<ul style="list-style-type: none"> - Information searching skill - Proficient English skills, - Microsoft Office (e.g., Word, Excel, Outlook, PowerPoint) - Time management skill, - Organising skill, - Ability to perform multitask, - Interpersonal communication skill, - Fast learner (e.g., legislative requirements), - Attention to details, - Ability to work as a team and individually.