

## Compliance Officer (Higher Education) APIC

We are looking for a highly motivated, suitably qualified and experienced higher education professional to assist with data development and record keeping in the area of Compliance.

### **The Role:**

The Compliance Officer is responsible for supporting the Director of Compliance in the strategic and operational component of the compliance of information and materials including submissions for all governing regulatory bodies such as TESQA, PRISMS and the DIBP, and works with other staff within APIC to ensure that policies and procedures in relation to compliance are implemented and managed.

### **Selection Criteria:**

To be considered for this role, you will need to demonstrate:

#### ***Essential***

- Ensure compliance under all regulatory framework such as ESOS, TEQSA, DIBP, PRISM and HEIMS.
- Supervise and maintain technical processes in functional area.
- Ensure compliance with TEQSA HESF 2015 and the ESOS National Code 2017.
- Process course change, deferral, extension, and readmission from student services officers for enrolled students.
- Ensure consistency of operations with APIC's policies and practices to ensure compliance across all College units.
- Facilitate smooth operation and compliance for students including processing the appeals, release requests, and course variations on study plan for post-enrolments.
- Process withdrawal, cancellation, and leave of absence applications for enrolled students to ensure compliance.
- Coordinate with other partnering organisations to process course extensions, withdrawals, transfers, readmission, application for release, etc.
- Coordinate with admissions, accounts and other departments to achieve better outcomes for students.
- Bachelor's degree with at least 5 years of experience that is directly related to the duties and responsibilities specified.

#### ***Desirable***

- Knowledge of concepts, practices, principles and procedures of College planning and reporting.
- Knowledge of the goals, objectives, structure and operations of a higher education institution.
- Strong critical thinking skills and the ability to analyse, summarise, and present data.
- Demonstrated understanding of compliance systems and controls.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community.

- Ability to use independent judgment and to manage and impart confidential information.
- Detailed knowledge of laws and regulations affecting the private higher education sector.
- Demonstrated ability to contribute to the development of institutional policies and procedures.
- Analytical, evaluative, and critical thinking skills.

Corinne Green  
**Director of Compliance**

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