

Position Title	Curriculum Administration Officer
Portfolio	RTO Governance
Division	Corporate Services
Department/Cost Centre	RTO Governance - 02030
Classification	Specialist Staff Level 4
Position Number/s	102778
Reporting to	Team Leader - Curriculum Administration
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change

Division Overview

The Manager RTO Governance acts as the organisation's manager of Government-related Contracts and their inherent obligations, overseeing the organisation's quality reporting requirements to Stakeholder bodies across all jurisdictions and relevant legislative obligations, and is responsible for informing and monitoring the implementation of strategies to mitigate risk and maximise opportunities in relation to these. They provide strategic and high-level professional advice and support on matters of management and the interpretation of Contractual arrangements, obligations, and legislative requirements to produce high-quality training delivery.

The team is responsible for overseeing the organisation's Policy and Guiding Documents Framework, which involves monitoring and addressing currency, relevance and gaps in documented directives in accordance with requirements. They also manage the organisation-wide Continuous Improvement Register, which is a critical database of identified areas of improvement to contribute to South West TAFE's reputation of being a quality education provider.

The RTO Governance team oversees interaction with other government agencies that may seek student information from time to time such as Centrelink. They are also the nominated contacts for official interaction with Australian Skills Quality Authority (ASQA), and is a nominated contact for interaction with other regulatory authorities such as the Victorian Registration and Qualifications Authority (VRQA), and Victorian Curriculum and Assessment Authority (VCAA).

They are also responsible for the configuration of our student management system to enable the enrolment of students into approved training delivery models and in line with our Scope of Registration. This configuration also enables the issuing of qualification credentials and Awards to students and reporting of our data to stakeholders.

Position Overview (Your Opportunity)

The Curriculum Administration Officer (CAO) is responsible for configuring and managing the integrity of South West TAFE's curriculum data in the Student Data Management System (SMS) in addition to the effective coordination, monitoring and review of training package qualifications and accredited courses. The CAO is also responsible for

managing data transfers for Trainee and Apprentice contracts and applications from the VRQA database into our student management system.

The CAO area works closely with the Student Administration Team, SMS Team, Digital Innovation Team and the Training and Assessment (TAS) Panel to provide cooperative, compliant and high-level advice to key stakeholders.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation; These accountabilities include but are not limited to:

Your Position

- Ensure data integrity of South West TAFE's curriculum in SMS by applying analytical skills to confirm that the organisation's internally approved Training and Assessment (TAS) documents comply with National study package rules and satisfy the requirements of external governing bodies
- Create and manage the authenticity of data within SMS to facilitate the currency of study packages, requisites, equivalents, awards and enrolment availabilities
- Liaise with academic and professional stakeholders to provide specialist interpretation, advice and decisions relating to the development of curriculum documentation, contribute to various governance processes and implement all curriculum changes and matters
- Use industry-specific software for the management of complex data transfers for Trainee and Apprentice contracts and applications
- Provide high-level input into the development and/or review of procedures and business processes with key stakeholders, e.g. transitioning
- Design, develop and trial high-level procedures to maintain training documentation and manuals
- Provide specialist interpretations, advice and solutions to key stakeholders within the organisation based on knowledge, experience, policies and procedures
- Proactively identify data and compliance issues and communicate rectification requirements accordingly. Undertake a timely and accurate review and action of various processes where reporting and compliance may be a consideration
- Maintain the high-level process of transitioning superseded qualifications and the management of the students within
- Collate, manage and publish curriculum and enrolment documentation for all SWTAFE staff for use via ECHO
- Facilitate process improvement initiatives, including problem-solving issues as they arise, to ensure operational efficiencies
- Capabilities to learn and master various software programs as well as the ability to work within a high-functioning team whilst maintaining priorities around workflows.
- Promote a collaborative team environment by learning from colleagues on the job and supporting one another within the CAO Team. Independently monitor complex data reports and technical issues by using knowledge acquired through relative experience
- Within the CAO field of expertise, provide input to influence the decisions around the development and functionality of industry-specific software and the impact on other functions/areas, e.g. TAS Central

Your Organisation

- Recognise areas in which guidance and support are required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures, including the Code of Conduct
- Demonstrate the organisational values daily and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties that the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

A successful candidate will demonstrate the best combination of the following characteristics;

- Advanced competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products, internet-based applications, database management software, and a proven ability to adapt to industry-specific software programs
- Proven time management skills with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on and prioritise multiple tasks and work schedules, whilst maintaining the highest level of attention to detail
- The ability to work independently and within a small team to ensure efficiency and compliant work outcomes
- The ability to analyse and apply problem-solving skills, to resolve complex or technical issues in an accurate and compliant manner
- Demonstrated commitment to continuous improvement by contributing to the development and implementation of business processes that enhance accuracy and compliance within an organisation
- A demonstrated ability to obtain assistance and cooperation from, and provide influence to, other employees at all levels of the Institute

Qualifications and Requirements

Mandatory requirements

- Relevant Degree and/or equivalent relevant industry experience. Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license

Highly desirable requirements

- Qualifications or experience specific to the VET sector

Additional Information

- South West TAFE supports Equal Employment Opportunity and is committed to making diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child-safe organisation focusing on the well-being and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operational requirements of the position
- Any member of SWTAFE may be required to work at any site, dependent upon business needs

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		