

Position Description

Title	Quality and Compliance Officer
Reports to	Dean, Catholic Theological College
Date	March 2021
Location	TBC

Purpose

The Quality and Compliance Officer ensures that Te Kupenga - Catholic Theological College (CTC) is compliant with relevant laws and regulations and assists the Dean in monitoring and developing strategic goals and quality standards.

Responsibilities & key tasks

The Quality and Compliance Officer is responsible for:

External

- Ensure that CTC retains registration as a Private Training Establishment and that all Ministry of Education, New Zealand Qualifications Authority (NZQA) and the Tertiary Education Commission (TEC) returns are completed and compliance requirements met
- Ensure that other legal and compliance obligations are met, such as those pertaining to Health and Safety at CTC and those of partner institutions such as the Sydney College of Divinity.
- Act as CTC's primary contact with regulatory advisors, maintaining positive relationships and keeping abreast of any changes
- Gather evidence, review data, and write and submit reports required to maintain accreditation and funding,
- Act as the primary contact for all regulatory audits, including gathering information and preparing staff, under the guidance of the Dean
- Identify and implement key work streams to ensure compliance
- Analyse and report on breaches and complaints, then present findings to governance and management
- Liaise with external bodies and regulators in the development of new initiatives and programmes.

Internal

- Monitor organisational operations and provide information regarding requirements to the Dean and staff
- Provide the Leadership Team with information to monitor staff credentials and performance.
- Become an expert on the use of information systems used by CTC (such as Wisenet, Moodle, SurveyMonkey, STEO, EPI, etc)
- Systematically gather student and stakeholder feedback on the quality of student learning and the needs of stakeholders as input into the development of programmes of study

- Generate reports for use in KPI monitoring/dashboards, board reports, strategy and marketing
- Assist the Dean to develop business case studies on new offerings and market development through provision of data and information
- Use data to both look back and to forecast future trends, opportunities and risks
- Assist with employee onboarding and training
- Develop and update policies and procedures
- Support effective self-review practices

Additional Duties

- Any other duties as may reasonably be required.

Person Specification

Technical Skills Required

- A background in quality systems management and processes
- A strong understanding of compliance, preferably in the New Zealand tertiary education sector
- Proven experience in analysing data and improving systems.
- Experience with software programmes, including financial and information management systems
- Excellent IT skills including strong knowledge of Microsoft Office Word and Excel
- Financial acumen

Personal Attributes Required

- Strong interpersonal and communication skills
- Building effective working relationships with internal and external stakeholders
- Ability to think and work strategically
- Ability to work under pressure and to tight deadlines
- Good project and time management skills and adaptive working practices to achieve outcomes
- Ability to work on own initiative
- Attention to detail

Desirable

- Experience with Wisenet or other student management systems
- Experience with TEC and NZQA audit and compliance systems
- An understanding of the Catholic Church structure and its work