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| Position Details |
| **Business Entity** | Shared Services | **Department** | Quality, Regulation and Standards |
| **Job Title** |  ELICOS Policy Developer (Officer) | **Location** | Sydney |
| **Reports To** | Director, Quality Assurance & Governance | **Direct Reports** | Nil |

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| Overall Purpose |
| The ELICOS Policy Developer (Officer) is responsible for providing assistance in writing policies for Kaplan’s International Languages, a group of standalone ELICOS providers regulated by the Australian Skills Quality Authority (ASQA). |

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| Key Responsibilities |
| **Policies & Procedures*** Assist the National Manager, Governance and Policy to maintain the Kaplan policy register (specifically for ELICOS polices) to ensure all policies are accurate, current and available on the appropriate website.
* Maintain and administer an ELICOS policy review cycle.
* Assist with research, analysis and review of complex policy issues, identifying emerging issues,
* Coordinate, the timely preparation of policy development for Kaplan International Languages in line with commitments and implement policy initiatives.
* Assist with monitoring and evaluation of all policy initiatives to identify risks and issues.
* Engage with key stakeholders within the Quality, Regulations and Standards (QRS) Team and Kaplan International Languages, to consult and negotiate on policy issues.
* Assist with quality assurance on the development of new policy documents.
* Ensure policies and procedures comply with standards of Kaplan, ELICOS Framework, ESOS Act, the National Code, the Department of Home Affairs (DHA) and other regulatory bodies.
* Keep up-to-date with any changes in laws for Overseas and Domestic student education in Australia.
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|  **Administration and Maintenance*** Assist with Quality and Standards Corporate Services projects as required.
* Maintain the ELICOS policy register
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|  **Key Relationships*** Director, Quality Assurance and Governance
* National Manager – ASQA Quality Assurance and Compliance
* National Manager – Governance and Policy
* Principal Executive Officer of Kaplan International Languages
* Operational Support Manager of Kaplan International Languages (ANZ)
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| **Contribute to a supportive, positive and safe workplace*** Compliance with all company policies and procedures including WHS legislation requirements
* Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
* Being a productive member of the Kaplan team by displaying the Company values through your day to day role
* Adherence to Company Policy and Procedure
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| **Qualifications and Skills** |
| **Essential*** Experience with writing policies applying to the ELICOS framework
* Knowledge of the ELICOS & CRICOS requirements
* Administration knowledge, skills and experience
* High level of information technology literacy
* Excellent communication skills
* Team player
* Project management skills
* Accuracy and a high level of attention to detail
* High level of time management and organisational skills
* High level of interpersonal skills with a strong customer service focus

**Desirable*** Knowledge of VET and RTO Standards
* Experience of working within a shared service environment
* Knowledge of student management processes
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Employee Signature Date

Manager Signature Date