

WE'RE HIRING.

Compliance Assistant Opportunity in Sydney

The role

We are seeking for a Compliance Assistant who will support the Head of Compliance & Quality Assurance in maintaining the overall compliance of Australian Learning Group, in line with the relevant regulatory requirements of the education sector. This is an entry level role with a great scope to learn and grow within the organisation.

Key responsibilities:

- Draft internal policy and student information documents
- Assist in conducting internal audits to monitor compliance
- Review compliance of trainers and assessors' documentation
- Maintain corrective and improvement actions record, and implement changes
- Draft evidence documents to submit to regulatory bodies
- Prepare compliance training and presentations
- Data analysis and reporting (particularly AVETMISS data and submission to NCVET)
- Assist in promoting a culture of compliance across the organisation
- Ad hoc administration and support tasks as required

Qualifications, experience and personal attributes

- Degree or Diploma in compliance or relevant subject area
- Experience in a similar compliance role preferred, but not essential
- Experience working in a Registered Training Organisation or educational setting environment preferred Demonstrated experience in using management systems and databases
- Sound knowledge of MS Office suite
- High level of attention to detail
- Excellent written and oral communication skills
- High level of integrity and strong moral principles
- Ability to collaborate and work in a diverse environment

Diversity & Inclusion

We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, people with disabilities, sexually and gender diverse people, people with lived experience of adversity and from people of all ages.

About Australian Learning Group

Australian Learning Group is a registered training organisation that has been offering high-quality vocational education and training to both domestic and international students for over 15 years. ALG offers a range of accredited certificate and diploma level courses in Health and Community services related fields of study. ALG is part of the ASX-listed UCW Limited Group.

About UCW

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

Be part of our team:

- Please send your resume and a covering letter summarising your relevant skills and experience to bonnie.ballete@alg.edu.au
- We are only able to consider applicants with the right to live and work in Australia
- Only shortlisted candidates will be notified of the outcome of their applications