



Job Description Certification Officer Level 3

Position Number: Division Branch: Location:	20003102 Organisational Services Planning and Reporting Murdoch	FTE: Agreement/Award:	1.0 Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
<p>Reporting Relationships <i>Reports to:</i> Planning and Compliance Coordinator, Level 4</p> <p><i>Other officers reporting to the above office:</i> Business Evaluation Officer, Level 3 x 2 Certification Officer, Level 3 x 1</p> <p><i>This Office – officers under direct responsibility</i> Nil</p>			
<p>Key Role Statement The position is responsible for the assessing, administering, monitoring and coordinating of qualification issuance processing activities, study plans and assessment systems. It ensures adherence to compliance frameworks by implementing processes and controls to meet national and state Vocational Education and Training (VET) standards.</p>			
<p>Key Responsibilities</p> <p>Business Process</p> <ul style="list-style-type: none"> • Assess student completion process ensuring adherence to compliance to completion framework, such as Standards for Registered Organisations and Unique Student Identifiers Act. • Possess a strong understanding of the key national and state regulatory requirements related to qualification completions and the College's policies and processes, with particular consideration to student completion process. • Coordinate, monitor and administer College business process in relation to Australian Qualification Framework documentation such as testamurs, statement of attainments, record of results and skill sets. • Assess and advise internal stakeholders on College's policies and procedures in relation to student completion process. • Verify and advise internal and external stakeholders the authenticity of student information and documents, within privacy principles, when required. • Provide suggestion to Coordinator on impact or improvement to business process. <p>Evaluation</p> <ul style="list-style-type: none"> • Assist with the administration of College's data control systems such as, and not limiting to, Quality Management System, customer feedback system and survey planning tool when required. • Assist with the collection and collation of data on college, state and national VET quality surveys and projects when required. <p>Other</p> <ul style="list-style-type: none"> • Undertakes other duties as required. • Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct. • Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures. 			

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Demonstrated effective verbal and written communication skills and organisational skills with the ability to meet targets and competing timelines.
- Demonstrated analytical and problem-solving skills.
- Well-developed skills in relevant computer applications, including electronic document management systems, spreadsheets, data reporting and presentation software.
- Experience in the development and maintenance of administrative processes and reports required for the effective operation of academic records processing with excellent attention to detail.
- Demonstrated ability to work effectively in a team environment.

Desirable

- Understanding of applications such as Power Platform including Power BI, Power Automate, Power Apps.
- Knowledge of AQF Qualifications Framework.
- Possession of a driver's license.

Other Requirements

- A Department of Education Nationally Coordinated Criminal History Check.
- A Working with Children clearance is required for this position.
- Travelling between campuses is required during survey data collection periods.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Director People and Culture	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			