

## ACECQA Position Description

<b>Position title</b>	<b>Senior Qualifications Officer</b>	<b>Reports to</b>	Manager, Qualifications Assessment
<b>Group</b>	Strategy, Communications and Consistency	<b>Team</b>	Qualifications Assessment
<b>Classification</b>	ACECQA Band 5	<b>Direct reports</b>	0
<b>Hours / FTE</b>	38 hours per week ( <i>FT</i> )	<b>PD ID No</b>	P00022
<b>Purpose of the role</b>			
<p>The Senior Qualifications Officer significantly contributes to the effective, efficient and consistent delivery of ACECQA's qualifications assessment function, including applications for skilled migration.</p> <p>The position holder is responsible for managing a case load of qualifications assessment applications and providing guidance and support to team members.</p>			
<b>About the Strategy, Communications and Consistency group</b>			
<p>The <b>Strategy, Communications and Consistency (SCC)</b> group leads ACECQA's national research, audit, communication, stakeholder engagement and qualifications assessment regulatory activities.</p> <p>The group promotes the benefits and performance of the National Quality Framework (NQF) to the sector, families and the broader community, and provides advice to governments and the sector on its implementation. The group also identifies opportunities to improve the consistent and efficient operation of the national system to ensure it is providing quality outcomes for children.</p> <p>The SCC group comprises two teams with the following major functions:</p> <ul style="list-style-type: none"> <li>• Developing and implementing engagement and communication strategies to inform stakeholders, the community and families about the benefits of early childhood education and care, and the role that the NQF plays in providing positive outcomes for children.</li> <li>• Delivering information to stakeholders who contact ACECQA about the NQF.</li> <li>• Undertaking research, audit and analysis activities which contribute to ACECQA overseeing and reporting on the administration of the NQF, including that positive outcomes are being delivered for children.</li> <li>• Approving educator qualification courses being offered by institutions, and determining the equivalence of individuals' qualifications who may want to work in the sector, particularly those with overseas qualifications.</li> <li>• Developing and supporting a high quality early childhood education and care workforce in collaboration with stakeholders.</li> </ul>			
<b>About the Qualifications Assessment team</b>			
<p>The Qualifications Assessment team performs ACECQA's regulatory functions in relation to the approval of educator qualifications, including educational programs offered by institutions</p>			

and individual applicants applying for qualification recognition and equivalency.

### **Key duties**

- Manage applications from providers seeking to have their programs approved and from individuals seeking to have their qualifications assessed as equivalent to approved qualifications, including applications from individuals seeking skilled migration
- Provide and review advice to applicants, verbally and in writing, about their application
- Prepare and review decision letters that clearly explain the reasons for an assessment outcome
- Prepare and review operational documents, such as guidelines and information sheets
- Build effective working relationships with state and territory regulatory authorities and other external stakeholders, and work collaboratively with staff across ACECQA
- Timely and accurate completion of tasks and projects
- Assist the Qualifications Manager on a range of operational and strategic projects and priorities
- Other duties as required.

### **Selection criteria**

1. Demonstrated experience and ability to communicate effectively and clearly to a broad range of audiences, both in writing and orally.
2. Demonstrated experience and ability to manage a case load or a project, including the ability to manage competing demands and deadlines.
3. Demonstrated experience and ability to work collaboratively as part of a team, including providing guidance and support to colleagues, and develop productive working relationships with internal and external stakeholders.
4. Demonstrated experience and ability to provide expert, technical advice to internal and external stakeholders, including exercising professional judgment in supporting decision making.

#### **Highly desirable skills, knowledge and experience:**

- Significant knowledge and experience of regulatory processes and administrative decision-making
- Significant knowledge and experience of assessing education and care qualifications.