

# Quality Assurance Manager

Opportunity in Sydney

## About the Role

As the Quality Assurance Manager, you will foster a strong compliance culture, and provide leadership to design and manage the smooth implementation of Ikon's overarching governance, risk management and quality assurance frameworks across our higher education operations.

You will be responsible for ensuring Ikon's adherence to relevant legislation, regulatory standards and its internal quality objectives as a Higher Education and CRICOS Provider.

## Role responsibilities:

- Implementation and maintenance of the institutional governance framework
- Develop, manage and implement the quality assurance framework to ensure compliance with regulatory obligations and standards, particularly the Higher Education Standards Framework (Threshold Standards) 2015 and National Code 2018
- Implementation of the policy management framework, including the development of new policy and review of existing policy
- Lead educational compliance reporting and contribute to student data collection reporting activities
- Design and implement an internal audit function in line with the regulatory standards and reporting findings to the governing bodies
- Monitor and recommend changes based on legislative and regulatory developments and industry best practice
- Preparation and submission of regulatory applications within regulatory mandated deadlines and/or business project plans
- Implementation of a long-range project plan to achieve the renewal of Ikon's registration as a Higher Education Provider
- Identify continuous improvement opportunities to enhance student experience and the reputation of Ikon as a quality provider
- Build and maintain collaborative relationships with key stakeholders including regulatory bodies and professional associations

## Qualifications and skills

- Minimum 5 years of demonstrated experience in quality assurance, governance and risk management within higher education sector (ideally within a CRICOS provider)
- In depth understanding of the higher education sector in Australia, including the Higher Education Support Act 2003, Higher Education Standards Framework 2015, ESOS Act 2000, National Code 2018 and Australian Qualifications Framework
- Demonstrated experience in interpreting legislation, regulatory standards and guidelines and summarising into practical reports and tools for management
- Demonstrated operational and project management skills to meet variable workload demands and tight deadlines
- Ability to work autonomously and as part of a collaborative team
- A tertiary qualification at least at AQF 7 Bachelor Degree level is desirable, as is leadership and management experience in a higher education environment.

## About Ikon Institute of Australia

Proteus Technologies Pty Ltd, trading as Ikon Institute of Australia, is a unique private higher education provider in creative therapies, counselling and psychotherapy and early childhood education. We have been helping people help others for over 25 years.

Ikon creates a difference through learning and continued professional education. Our students are diverse but are connected by a common desire to make a positive difference in the lives of others. Our aim is to develop professionals with the knowledge and skills to contribute to a community of social change, healing and learning.

Proteus Technologies Pty Ltd is part of the ASX-listed UCW Limited group.

## Please note:

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