

ROLE DESCRIPTION



Principal, Higher Education Compliance Officer

	Campus: South Bank Region: Corporate		Closing date: 11:59pm 13 October 2026
	Business Unit: Operations Team: Higher Education Management Administration		For further information, please contact: Contact name: Dipu Sebastian Role: Dean of Higher Education Email: Dipu.Sebastian@tafeqld.edu.au Or check out our Applicant Information Guide
	Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2025 Classification Level: AO7 Salary: \$139,061.11 - \$148,925.57 per annum, plus superannuation contributions of 12.75% of your salary		
	Status: Temporary full-time		Winner: Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-993	 Veteran Employment Supporter	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Principal, Higher Education Compliance Officer, you will:

- Work collaboratively with internal and external stakeholders to ensure alignment with, and effective execution of, legislative, regulatory, and professional body obligations.
- Lead a range of reporting requirements, ensuring the timely, accurate, and evidence-based submission of statutory reports and returns to key stakeholders.
- Manage the development of higher education initiatives and projects as determined by TAFE Queensland, with a strong focus on structured planning, governance, and coordinated delivery.

This position reports to the Dean of Higher Education.

Key responsibilities

- Lead collaborative engagement with internal stakeholders to ensure Higher Education operations align with legislative, regulatory, and professional body obligations, fostering a strong culture of compliance and quality.
- Deliver timely and accurate reporting for Higher Education at TAFE Queensland to all relevant stakeholders to achieve and uphold compliance standards.
- Provide expert advice and support including the preparation of briefing papers and reports, for internal and relevant external stakeholders as required.
- Promote best practice in higher education through monitoring, evaluation, and refinement of compliance, reporting, and governance processes, embedding a culture of continuous improvement and accountability.
- Monitor and analyse current and emerging state, national policies and trends, initiatives and research to identify implications for TAFE Queensland's higher education provider status.
- Work with the Higher Education team and other relevant TAFE Queensland managers to ensure the effectiveness of plans, policy, procedures, compliance and systems for Higher Education.
- Lead specific projects and initiatives relating to Higher Education, as required.
- Support strategic governance by coordinating Higher Education initiatives and projects, ensuring structured planning, clear governance processes, and effective cross-departmental collaboration as required.
- Manage the development, maintenance and improvement of performance reporting database tools, ensuring the highest standards of data integrity, security, quality and stakeholder satisfaction are consistently reached.
- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Showing Initiative, Working Together, Focusing on our Customer and Taking Responsibility.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

- Demonstrated commitment in the provision of comprehensive compliance and regulatory advice including extensive high-level knowledge and understanding of The Threshold Standards 2021.
- Proven experience in fostering collaborative and productive working relationships and highly developed communication and negotiation skills incorporating the views of others.
- Demonstrated high level analytical, conceptual and innovative problem-solving skills including the ability to independently research, analyse, develop and recommend practical strategies and /or other options and implement solutions to meet higher education assurance and quality requirements.
- Demonstrated outstanding achievement of regulatory assurance and compliance.

About you

Highly desirable requirements:

- Knowledge of the higher education sector.
- Tertiary qualification at a postgraduate level or equivalent.
- Comprehensive knowledge of and experience with higher education compliance regulation.

- Well-developed interpersonal and management skills.

How to apply

To apply for this role, please provide the following:

	• a detailed resume including the contact details for two referees (one of whom is your current supervisor); and • a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria. Applications must be submitted via TAFE Queensland's recruitment portal.
	For more information, • check out our Applicant Information Guide • or visit TAFE Queensland's website.

Additional information

- You may be required to travel and work across the region.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The key responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.