



Senior Quality Assurance Auditor and Senior Process Improvement Officer

located in Adelaide

vocational education and training sector

About NCVER

The National Centre for Vocational Education Research (NCVER) is a not-for-profit company, owned by the federal, state and territory ministers responsible for training.

NCVER is Australia's leading provider of quality, independent information on vocational education and training. Our vision is that policy and practice in vocational education are informed by a sound base of high-quality research and analytical evidence. More detail of NCVER's activities can be found on our website.

These positions are in NCVER's Standards Branch, which is responsible for the continuous improvement of data standards and assurance processes applicable to the collection of national training statistics.

Senior Quality Assurance Auditor ongoing role

The Senior Quality Assurance Auditor oversees the development and implementation of the Quality Assurance Program for all collections and the non-financial activity Audit for the VET Provider collection, as well as working on specific research and analysis projects.

You will need to demonstrate advanced skills in data analysis, research, communication and the ability to lead other team members. Previous experience in the field of quality assurance and knowledge of auditing procedures and successful completion of Assessor/Auditor training is also required.

Senior Process Improvement Officer 12 month fixed term contract

The Senior Process Improvement Officer oversees the development and implementation of the Process Improvement Program for all collections and the non-financial activity for the VET Provider collection, as well as working on specific research and analysis projects.

You will need to demonstrate advanced communication skills and the ability to lead other team members. Proven ability to optimise processes in line with associated quality standards and qualifications in project / process or change management and Six Sigma Green Belt attainment is also required.

Appointment Details

- These positions are based in Adelaide. Full position profiles are available on our website.
- Commencing salary will be in the range of \$82,087 - \$101,931 (plus superannuation) commensurate with skills and experience..
- An employer contribution to superannuation of 15.66% of gross salary is also offered.

Application Details

To be considered for these positions, please forward your resume and contact details of two referees, via email to recruitment@ncver.edu.au.

Please state clearly which role you are applying for in the subject line of your email.

You should receive an automatic reply to your email. If you do not receive this, please telephone 8230 8400.

Short-listed applicants will be required to provide a statement of claim against selection criteria prior to interview and undertake a personality profiling exercise.

Applications close at 5pm Friday 16 July 2010.

www.ncver.edu.au