Position Description

About Moore Theological College

Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration

Position Details

Position Title:	**Quality Administrator**
Primary Purpose:	To provide support to the Registrar in academic quality management and in the administration of the College's accredited courses.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 4
Special conditions:	Some out-of-hours and/or weekend work may be required, e.g. Graduation National Police Check required
Relationships:	*Internal:* • Faculty • Staff *External:* • Students • Boards/Committees • Sydney Anglican diocese and other churches • Partner institutions • Government bodies e.g. TEQSA
Reports to:	Registrar
Date of issue:	August 2025

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Substantial experience in administration, including high attention to detail and the ability to maintain confidentiality
- Demonstrated capability to work efficiently and independently, and to identify opportunities to improve administrative systems and processes
- Strong verbal and written communication skills, with the ability to engage effectively with various stakeholders
- Competence in MS Office (including intermediate level skills in Excel), CRM and record management systems
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- Experience in the education and training sector
- Experience in academic quality management and compliance
- Experience in data analysis and reporting
- Understanding of the Sydney Anglican diocese

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:			
Signature:		Date:	

Key Accountabilities		
Key Performance Area	**Key Tasks**	**Performance Indicators**
Core		
Quality Assurance Support	• Maintain version-controlled records of policies, procedures, and other quality assurance documentation. • Support the preparation and coordination of internal review processes (e.g., course reviews, moderation records) by collecting and formatting relevant evidence. • Administer the College's participation in the Quality Indicators for Learning and Teaching (QILT) student surveys and promote student participation in the surveys. • Provide summary reporting to the Registrar on QILT survey data and other academic performance data. • Provide administrative support for quality improvement projects.	• Policy documents are maintained and processed in accordance with College procedures. • Information required for the administration of the QILT survey is prepared and submitted on time. • Clear and useful academic data is provided to the Registrar. • Assigned quality improvement tasks are performed on time and to a high standard.
Meeting and Secretariat Support	• Prepare agendas and assemble documentation for governance and administrative meetings. • Accurately take and format meeting minutes and distribute them within agreed timeframes. • Record and track action items arising from meetings, following up with relevant staff where required. • Provide basic logistical support for meetings, including booking rooms and setting up equipment.	• Agendas are created and circulated in a timely manner. • Minutes are generated and sent for approval within three (3) days of the meeting.

Compliance and Reporting Support	• Support the Registrar with the preparation of documentation for regulatory and accrediting bodies (e.g. Tertiary Education Quality and Standards Agency (TEQSA)) in accordance with the Higher Education Standards Framework (HESF) and Education Services for Overseas Students (ESOS) National Code standards. • Maintain accurate and secure records of compliance submissions, reporting calendars, and audit evidence. • Assist with data collation and reporting (e.g. student performance outcomes, student feedback data, and staff qualifications). • Support the Registrar in maintaining internal compliance registers and provide timely reminders or updates to relevant staff.	• Documentation for external bodies is prepared in a timely and accurate manner. • Compliance records and reporting schedules are maintained accurately and securely. • Required data for compliance reports is collated and submitted on time and in the required format. • Compliance registers are up to date, and relevant staff receive timely and accurate reminders or updates.
Student Administration	• Provide administrative support across the student lifecycle, including enrolment, progression, and completion. • Enter and update student records accurately in the student management system. • Support the administration of exams. • Update and maintain course information and learning materials in Moodle in coordination with academic staff. • Assist with the processing of student unit registrations. • Communicate with students regarding their course enrolment. • Assist other members of the Registrar's team with tasks as required, including events and other aspects of student administration.	• Student records are accurate and up to date. • Assigned tasks are completed on time and to a high standard. • The Moodle environment is maintained to provide a positive student experience.

Partner Relations	• Communicate with academic and administrative contacts at partner institutions to support the effective delivery of Moore College courses. • Respond to routine enquiries from partner institutions and escalate more complex matters as appropriate.	• Communication with partner institutions is timely, professional, and supports the effective coordination of course delivery. • Routine partner enquiries are responded to within agreed timeframes, and complex matters are appropriately escalated.
General		
Community	• Demonstrate the College's values. • Make a positive contribution to the College culture, including encouraging and participating in teamwork and fostering effective communication across teams. • Actively participate in team and other meetings.	• Participation in team and other meetings. • Information is shared with stakeholders accurately and in a timely and appropriate manner. • Contributes positively to the College culture.
Risk and Compliance	• Sign and adhere to the Code of Conduct. • Comply with College policies and procedures. • Comply with all applicable legislation and regulatory frameworks. • Participate in, promote and raise awareness of WHS and safeguarding in the College community. • Contribute to the maintenance of a safe and clean environment in the College community. • Manage risk appropriately in all work activities. • Maintain College records. • Document processes as required. • Undertake other duties as directed by the relevant supervisor/manager.	• Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • When applicable, documents are maintained and regularly updated in the record management system.
Professional Development	• Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review.	• Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are conducted annually.