



Risk & Compliance Manager

(Part time, 2 days per week)

Position Description

Job Title: Risk & Compliance Manager

Reporting To: Business Manager

Performance Review Period: 6 months

Purpose of the position

The Risk and Compliance Manager will provide general risk management and compliance advice and assist the College in establishing practices and procedures that will ensure that the College meets its extensive risk and compliance obligations.

Key Responsibilities

- Ensure compliance with Victorian Registration and Qualifications Authority (VRQA)
- Provide risk management and compliance assistance to the College Executive Leadership Team
- Keep up to date with legal and regulatory changes affecting the College, and ensure that policies and procedures are compliant with current legislation
- Review key processes associated with risk and compliance within the College
- Develop a risk management strategy for the College based on best practice
- Assist with the development of risk management plans as required
- Liaise with Head of Learning and Teaching and Principal during VRQA registration process
- Oversee and document required policy reading by all staff and ensure it is undertaken and completed
- Maintain a Policies Register and ensure policies are reviewed and approved in a timely manner
- A member of the College's OH&S Committee
- A member of the College's Risk Management Committee

Other Tasks/Requirements

- Attend and participate in staff devotions
- Attend out of school hours events as required
- Other duties requested by the Principal and / or the Business Manager

Key Selection Criteria

- An awareness and understanding of Christian education

- Experience in a risk and compliance or similar role
- Knowledge of risk issues relevant to schools
- Knowledge of Child Safety standards, policies and procedures
- Excellent communication skills
- Strong ICT skills with proficiency in the use of Microsoft Office Suite
- Ability to complete all tasks with a high degree of accuracy and attention to detail
- Ability to prioritise tasks and work with minimal supervision
- Ability to prioritise work schedule and meet agreed deadlines
- Ability to work collaboratively with College Staff
- Be willing to work after hours to attend College events/activities
- Satisfactory Working With Children Check and National Police Records check

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Faith, Mission and Purpose
- Able to model Christ in all aspects of work and in relationships within the College community
- Professional presentation
- Readily adjusts to changes in the work environment

Employment Conditions

- Part time, initially 2 days per week during school term time, with additional time as required
- Immediate start is available
- Hours of work – 8:15am to 5:00pm, with unpaid 30 min lunch break
- Salary would be commensurate with qualifications and experience
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Child Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

January 2019