



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Compliance and Risk Manager
Date established:	February 2021
Reports to:	Director of Human Resources

POSITION OVERVIEW

Guildford Grammar School is an independent, coeducational Anglican School committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and wellbeing at the forefront of all they do.

The Compliance and Risk Manager will embed a culture of risk and compliance across the School, ensure compliance with State and Federal legislation and support staff in ensuring a comprehensive and effective framework of internal and external risk controls. The position will provide regular reports to the Strategic Leadership Team and School Council via the Council Secretary (Director of Finance).

In addition to the above, the position will work closely with the Principal on the implementation, maintenance, and ongoing promotion of the School's Child Safe Program. The safety and well-being of our students is our priority, all staff engaged in child-connected work will be well-informed of their obligation to contribute to the safety of our students.

KEY RESPONSIBILITIES AND TASKS

Compliance and Risk Management

- Manage the School's Compliance and Risk software and information, ensuring it is regularly reviewed with a continual improvement focus.
- Manage the Non-Government School Registration process and ongoing compliance with obligations.
- Work with Managers across the organisation to embed the risk management framework to identify, document and mitigate risks.
- Support staff with risk assessment completion.
- Triage and assign all incidents via the School's incident management system.
- Provide strategic support to key staff in all matters relating to Child Safety Legislation and Non-Government Schools Regulations.
- Provide support to Human Resources on Industrial Compliance matters.

Policy and Procedure Management

- Document and implement new policies in collaboration with all relevant staff across the School.
- Oversee and review the management of all School policies and procedures.
- Ensure that policies and procedures are regularly reviewed and updated on the PolicyPlus portal.
- Maintain accurate records of policy and procedure changes.
- Train and support staff on new policies and procedural changes.
- Ensure effective contractor compliance, including induction, screening processes, licencing and relevant training.

Administration

- Oversee the School's record keeping policies and processes
- Administrative support of the compliance and risk management systems.
- Complispace updates and content management.
- Manage the creation and adjustment of forms via the School's online form program.
- Assist with assigning and chasing up completion of induction training via the School's Learning Management System.
- In collaboration with the Human Resources Department maintain a current register of staff, contractor and community compliance requirements.
- Support the Director of Finance with online Boardroom Management for School Council and relevant subcommittees.

Other

- Represent the Office at the Workplace Health and Safety Committee.
- Other tasks as assigned by the Director of Finance and the Director of Human Resources.
- Working knowledge of Synergetic or similar school reporting system (desirable).

REQUIRED COMPETENCIES AND SKILLS

The successful incumbent must;

- Demonstrate commitment to the Vision and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be a reliable, professional and enthusiastic member of staff.
- Exercise sensitivity and maintain strict confidentiality when necessary.
- Be able to prioritise and plan own workload.
- Be well organised with a very strong attention to detail and accuracy.
- Have demonstrated understanding and application of Australian Risk Management Standards and Work Health and Safety legislation.
- Have an existing sound knowledge of the School legislative and regulatory environment including Child Protection legislation, Child Safety Standards, policies and procedures.
- Be a dynamic team-player that can identify and implement process improvements.
- Have the capacity to work with others to produce and implement clear evidence or legislative-based improvement plans and policies.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

ESSENTIAL REQUIREMENTS

- Experience in utilising, Risk Management Systems and Compliance management
- Administration experience, particularly in drafting and reviewing documentation, records management and relevant systems
- Experience in the use of data management systems
- Ability to provide administrative support in fast paced environment
- Proficient in the use of Microsoft Office including Word, Outlook, Excel
- Current Working with Children Check or the ability to obtain one
- Current National Police Clearance
- The right to work in Australia

EMPLOYMENT AT GUILDFORD GRAMMAR SCHOOL

Guildford Grammar School is a significant employer in the Eastern suburbs of Perth. The environment is one of open spaces and is idyllically located on the Swan River.

The School has a wonderful sense of community for all staff with many opportunities to participate in the broader life of the School. The School has a very strong focus on tradition and values, and this is particularly nurtured through the magnificent Chapel located on the School grounds.

As a member of staff at the School, you can expect to receive;

- a salary commensurate with your experience and skill level
- ongoing professional development, learning and skill growth
- genuine care and interest in your well-being with programs and events to support this
- inclusion and the opportunity to play a role in relevant School events
- onsite free parking
- regular communication about School events and activities
- honest and meaningful feedback about your performance
- access to a generous parental leave program (where applicable)
- access to salary sacrifice arrangements (where applicable)

In return, the School expects all members of staff to be engaged, productive and collaborative in all that they undertake. Staff must be open to receiving feedback, strive for continuous improvement and be prepared to go above and beyond to ensure the highest quality of service delivery every day. There is a requirement that all staff members respect the values, traditions and Anglican ethos of the School.

The School's Purpose and Values are at the cornerstone of every interaction within the School.

Purpose

Inspiring students to achieve personal excellence and to be outstanding citizens who work to create a just, loving and peaceful society.

Values

Excellence, Respect, Integrity, Spirituality, Teamwork and Compassion.