POSITION DESCRIPTION

METHODIST LADIES' COLLEGE

Governance, Risk and Compliance Officer

Reports to:
Principal

Department/Section:
Governance & Risk

Key Relationships:

Internal	External
• College Leadership Team (CLT) • Facilities Manager • HR Manager • Staff • Committee Members	• Visitors, parents and students • Suppliers and contractors

Qualifications and Experience:

Essential

Governance
- Ability to work independently and to strict timelines, whilst coordinating inputs from multiple stakeholders.
- Demonstrated ability to work confidentially and with diplomacy and sensitivity.
- High level business and information literacy.
- A commitment to quality control and meticulous attention to detail.
- Accurately take minutes of meeting discussions and actions.

Risk and Compliance
- Working knowledge on compliance and complaints management and reporting.
- Establishing, embedding and maintaining risk management systems.
- Ability to develop and implement systems, policies and procedures for the identification, collection and analysis of risk, compliance and safety related information.
- Proven skills in providing risk and compliance based training.

Other
- Proactive, self-reliant, resilient, collaborative and flexible management and administrative style.
- Positive influence to achieve the College's Vision, Mission and Values.
- Foster and promote positive personal relationships with all internal and external contacts & stakeholders and to work co-operatively as a member of a professional team.
- Highly developed presentation, interpersonal and communications skills.
- Exemplary project and time management skills with the capability of managing multiple simultaneous projects.
- Advanced Microsoft Office skills, especially Word.

POSITION DESCRIPTION

Governance, Risk and Compliance Officer

Desirable
• Knowledge of, or experience in, working in independent schools. • Experience with Complispace or similar Risk Management systems. • Knowledge of the International Risk Management Standard ISO AS/NZ 31000 and the Australian Compliance Standard AS 3806. • Tertiary qualifications in Commerce, Law, Insurance, or Risk Management • Knowledge of safety culture and incident management.

Role Responsibilities:
Governance • Preparation of Agendas for various meetings and the collation of information and reports from multiple sources and stakeholders. • Meetings include Council, Audit Risk and Compliance, Governance, Strategic Planning, Strategic Asset Management and Planning and OSH Committees. • Planning and organisation of meetings including venue and refreshments, circulation of agendas and reminders. • Taking of minutes for all Committee meetings, circulating within 3 working days of meeting date. • Maintaining Council records and meeting strict reporting deadlines. • Provide additional support to Principal and Council as and when required, including ad-hoc projects. • Key point of liason for Council and Committee members. • Invited attendee at CLT meetings. **Risk and Compliance** • Develop and implement robust risk and compliance frameworks within the College that align with best practice and comply with the College's strategic direction and organisational and operational requirements. • Ensure the College's risk management systems, practices and procedures comply with State and Federal laws and the WA Department of Education registration standards as related to safety and risk management. • Manage the College's risk and compliance program and risk register, working with the CLT to identify and assess risk as well as develop risk mitigation strategies. • Ensure effectiveness of risk identification and management practices in the College working with key stakeholders to ensure compliance with internal policies and procedures. • Develop training programs and strategies to embed a culture of risk awareness and safety in the College. • Collect, analyse and report on risk data to management and the Audit, Risk and Compliance Committte. • Manage the regular review and updating of all College Policies. • Chair the Health and Safety Committee

Terms of Appointment:
Appointment Period: Ongoing