

Role Summary

Position: Risk and Compliance Officer

Responsible to: Director of Finance and Operations

Job Purpose: The Role will lead, maintain and continually improve the College's Governance, Risk, Compliance (GRC) and Work and Health & Safety (WHS) frameworks. The incumbent will be expected to work with leadership, management teams and staff to promote the risk and compliance culture ensuring compliance to Non-Government School (NGS) Registration Standards, applicable legislation and reporting to help with informed decision making.

Responsibilities

Major Responsibilities

Major responsibilities include, but are not limited to:

1. General

- Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
- Ensuring the alignment of governance, risk and compliance frameworks with the overall strategic objectives
- Providing assurance to key stakeholders in relation to overall compliance with the Non-Government School (NGS) Registration Standards and related laws and regulations
- Facilitating the promotion of a strong culture of risk and compliance awareness and management with a focus on training and mentoring staff at all levels

2. Policy Management

- Develop and implement a policy management framework which will ensure that all policies are maintained up-to-date and readily available to staff.
- Write, review and coordinate approval of Board policies.
- Ensure policies and procedures are consistent with the NGS Registration Standards, legislation and other requirements, benchmarked against Department of Education and AISWA policies and procedures.
- Review all policies and provide advice about perceived gaps, the need to review and/or rewrite; redraft policies for consideration as required.
- Provide training for staff in policies and procedures as required.

3. Risk Management

- Develop a risk management strategy for the school based on best practice and Australian Standards. This includes the development of a Risk Appetite Statement
- Implement and maintain a program to facilitate the effective management of risk.
- Providing organisational leadership and oversight over the College's risk management program
- Continuously monitoring changes in the activities of the school and ensuring that risks arising from any significant changes are considered within the risk framework.
- Establishing clear delineations of lines of responsibility for managing the end-to-end risk process
- Assist with the development of new risk management plans as required.
- Support staff to develop risk assessments.
- Assist staff in ensuring that risk controls and treatment plans are carried out efficiently and effectively.
- Facilitating the maintenance of risk registers
- Preparing risk reports for the board and the principal
- Coordination of the WHS hazard register and risk assessment process
- Provide training for staff in risk management as required.

4. Compliance

- Ensuring overall compliance with the NGS Registration Standards and other requirements
- Stay abreast of legal and regulatory changes that may have an impact on the school.
- Implement and maintain a compliance program to facilitate the various compliance activities.
- Facilitating the integration of key compliance obligations into existing policies, procedures and practices
- Ensure compliance activities are objectively reported to the Principal and the Board
- Provide training for staff in compliance matters as required.

5. WHS (Safety) Governance

- Coordinate the WHS hazard register, risk assessments and corrective actions with departments through the Safety representatives.
- Chair recurring WHS Committee meetings with safety representatives.
- Facilitate / coordinate WHS training/ inductions in partnership with the Director of School and Staff Development.

6. Incident Management

- Establishing systems for reporting of incidents
- Ensuring the effective management of incidents
- Establishing processes for investigating and analysing data with respect to the various types of incidents
- Preparing incident reports for the principal and management

Selection Criteria

Essential

The successful applicant should be able to demonstrate:

- Demonstrated experience in risk management, assurance, and compliance functions.
- Comprehensive understanding of the theory and practice of risk management, assurance, and compliance
- Demonstrated experience in a risk management role with a sound knowledge of contemporary risk management practices, ideally in a school or educational setting.
- Knowledge of workplace, health and safety legislation within Western Australia
- Ability to convert complex legislation or information into plain language.
- The ability to take an end-to-end process view for compliance purposes.
- A high level of attention to detail in policy development and policy management
- High level organisational, administrative, and planning skills
- Strong project management, change management and negotiation skills.
- Highly developed communication skills across all levels of the organisation
- Excellent ability to build and maintain relationships, working with other key stakeholders, including the College Board, Executive Team and College staff, ensuring all are working towards integrating the key governance and operational programs.
- Ability to work autonomously, as part of a team and in the coordination of some aspects of the work of others
- Tertiary qualifications in Commerce, Law, Insurance, Risk Management, or a related discipline and/or working towards obtaining these qualifications.

Desirable:

- Diploma/Certificate in Occupational Health and Safety
- Experience in a secondary school environment.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.