



## Job Description

Title:	Risk and Compliance Officer
Reports to:	Executive Business Manager
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.8 - 1 FTE
Employment Type:	Permanent Part – Full Time

### Position Summary

South Coast Baptist College is seeking a dynamic, talented and proactive individual to join our team. The Risk and Compliance Officer is responsible for overseeing the implementation and maintenance of the College's Risk Management Program, Compliance Program, and Policy Management Framework. This role collaborates with the College Leadership Team and staff to foster a culture of Work Health and Safety (WHS) awareness, compliance, and continuous improvement across the College.

### Job Description

#### General Responsibilities

- Align governance, risk, and compliance frameworks with the College's strategic objectives.
- Provide assurance to key stakeholders regarding compliance with Non-Government School (NGS) Regulation and Registration Standards and applicable laws and regulations.
- Promote and embed a strong Work Health and Safety (WHS) and compliance culture across the College through training, mentoring, and support at all levels.

#### Policy Management

- Develop, implement and maintain a Policy Management Framework to ensure all College policies are current, legally compliant, and accessible to staff.
- Ensure policies align with NGS Registration Standards and are benchmarked against Department of Education and AISWA policies and procedures.
- Review policies regularly, identify gaps, recommend updates or rewrites, and prepare redrafts as necessary.
- Provide policy training sessions for staff to support their understanding, implementation and compliance.

#### Work Health and Safety (WHS) Management

- Develop a robust WHS management strategy that includes the creation of a risk appetite statement, ensuring alignment with Australian standards.
- Implement and maintain a College-wide WHS management program.
- Provide leadership and oversight for the College's risk management practices.
- Monitor organisational changes and identify, assess, and manage emerging risks appropriately.
- Define clear roles and responsibilities for risk management processes.
- Support staff in developing and maintaining risk assessments and treatment plans.
- Maintain risk registers and prepare risk reports for the Executive Team, Principal, and Board.
- Coordinate the WHS Risk and Hazard assessment processes.
- Deliver WHS training for staff as required.



### **Compliance Management**

- Ensure College compliance with NGS Registration Standards and all relevant legislative requirements.
- Monitor legal and regulatory changes impacting the College.
- Monitoring teachers' registration and WWCC compliance
- Implement and maintain an effective Compliance Program.
- Integrate compliance obligations into College policies, procedures, and operational practices.
- Objectively report on compliance activities to the Executive Business Manager and Principal.
- Deliver compliance training sessions for staff.

### **Incident Management**

- Establish and maintain robust incident reporting systems.
- Facilitate the effective management, investigation, and analysis of incidents, including complaints, compliance breaches, student accidents, workplace injuries, and near-misses.
- Prepare detailed incident reports for the Executive Business Manager, Principal and College Executive Team.
- Analyse incident data to identify trends and areas for improvement in risk and compliance practices.

### **Selection Criteria**

- Certificate IV or Diploma in Occupational Health and Safety (or equivalent qualification).
- Relevant tertiary qualifications in Commerce, Law, Insurance, Risk Management, or a related discipline (or working towards).
- Demonstrated experience in risk management, assurance, and compliance functions.
- Strong risk management theory and practice knowledge, ideally within a school or educational environment.
- Understanding of the Western Australian Workplace Health and Safety (WHS) legislative framework.
- Ability to adopt an end-to-end view of processes to ensure compliance.
- Experience in policy development, review, and implementation.
- High-level organisational, administrative, and planning skills.
- Strong project management, change management, and negotiation skills.
- Highly developed written and verbal communication skills, with the ability to simplify complex information.
- Proven ability to build and maintain effective relationships across all levels of an organisation, including engagement with Boards and Executive leadership.
- Ability to work autonomously, collaboratively, and in leadership or coordination capacities as required.
- Strong attention to detail.

### **General Requirements**

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.



- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Current Working with Children Card.
- Current National Police Clearance.
- First Aid certificate (or willingness to obtain)
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.

#### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the College in consultation with this role.

Position Held By:	
Signed:	
Date:	