



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Compliance and Risk Manager
Date established:	July 2024
Reports to:	Director of Human Resources

POSITION OVERVIEW

The Risk and Compliance Manager is a vital position within the School responsible for the implementation of all risk management and compliance related policies and systems within the School, including the Work Health and Safety Management System and School's Child Safe Program. The safety and well-being of our students and staff is our priority, all staff at the school should be well-informed and of their obligation to contribute to risk and compliance management. The role ensures compliance with State and Federal legislation and supports staff in ensuring a comprehensive and effective framework of internal and external risk controls.

The visible outcomes for the position include:

- An embedded culture of risk, safety and compliance across the School that will enhance the School's ability to monitor and control organisational performance effectively.
- A comprehensive and effective risk management framework that is embedded into practice, informs strategic and operational decisions and provides confidence in the School's governance.
- An effective governance, risk management and compliance (GRC) framework that, together with regular reporting on outcomes, provides the Risk Committee and Council with confidence of appropriate oversight.
- A WHS policy, supported by clear policies and procedures that respond to WHS legislative requirements and are well understood and practised by the community as a whole.
- A realistic plan for continuous improvement of the School's governance, risk, and compliance framework.
- Prompt, accurate and professional reporting, response and advice to the School Council, committees, management, and staff.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Tertiary qualification in a relevant discipline or equivalent industry experience.

Core Competencies (knowledge, skills and experience)

Technical

- Extensive experience in operational risk and/or compliance with a proven track record of successful performance.
- Advanced knowledge of risk management and governance frameworks in education sector.
- Comprehensive understanding of the theory and practice of governance, risk and compliance management.
- Knowledge and understanding of Child Safety standards, child protection legislation, policies, and procedures.
- Extensive understanding and application of Australian Risk Management Standards and Work Health and Safety legislation.
- Highly developed IT skills with specific experience in using Word, Excel, Outlook, content management systems, compliance and risk management software/systems and other job relevant software.
- Highly developed written skills and ability to present information in a logical and clear manner without compromising or denigrating its integrity.
- High level planning, organisational and project management skills.
- Advanced analytical and problem-solving skills with a solutions focus.

Human relations

- Possesses a positive outlook, exceptional interpersonal skills, and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships.
- Participates as a collaborative team member and operates effectively in a collaborative team environment.
- Possesses sound judgment and a calm and mature disposition.
- Demonstrates a high level of confidentiality and discretion.
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment.

Additional Requirements and Values

- 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 well organised with a very strong attention to detail and accuracy.
- 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.

DESIRABLE CRITERIA

- Previous extensive experience working in governance, risk and compliance in the Education, Independent Schools and/or NFP sector is advantageous

CORE RESPONSIBILITIES AND TASKS

Risk Management

Work with the Deputy Principal K-12 Operations with oversight to the Risk Management & Compliance Frameworks, including, but not limited to:

- Developing reports and updates for the Council Risk Committee.
- In consultation with Strategic Leadership Team and Managers across the School, develop a framework for identifying, documenting, and mitigating risks.
- Increase the maturity and understanding of the School's risk profile.
- Review, update and develop internal risk management documentation (processes, procedures, risk assessments, detailed risk registers).
- Maintain the School's risk management and compliance (Assurance) software, updating key information where appropriate and support Managers to complete online tasks allocated to them.
- Prepare key reports on the School Risk, Task, and Incident Registers
- Support staff with risk assessment completion.

Compliance

Work with the Deputy Principal k-12 Operations with oversight of School's Compliance Framework, including, but not limited to:

- Develop and promote a strong compliance culture that ensures compliance with applicable legislation, regulations and codes of practices.
- Support staff with risk assessment completion.
- Lead School's renewal of registration in consultation with the Principal and the Strategic Leadership Team.
- Demonstrate awareness, knowledge and understanding of key legal and regulatory changes relating to the Non-Government School Regulation (Guide to the Registration Standards and Other Requirements for Non-Government Schools).
- Provide strategic support to key staff in all matters relating to Child Safety legislation and the Non-Government School Regulation.
- Provide policy and compliance support, as may be requested, for the audit of other registrations or compliances such as the ICRICOS Registration and NQS Audit (Early Years).
- Liaise with the Director of HR regarding staff training in key areas including but not limited to child safety, privacy, complaints management and work health and safety.

Policy and Procedure Management

Under the Direction of the Deputy Principal k-12 Operations:

- Oversee the management and continued development of the School's policy suite.
- Maintain the School's compliance software (PolicyConnect).
- Liaise with Managers to ensure procedures align with policy requirements and are relevant to the School's operations.
- In consultation with Managers across the School, develop, regularly review, and support the implementation of policies as required.
- Manage an effective Policy Review Framework that accurately records a regular review cycle and updates made to the School's policies and procedures.
- 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

- In consultation with Managers across the School identify and review internal workflow management protocols which require improvement and or increased efficiency.
- Develop and implement improved internal workflow management protocols.
- Maintain a current register of staff, contractor and community compliance requirements to inform, develop and assign risk and compliance training via the School's Learning Management System (complilearn). Provide information to the Human Resources Department regarding this for distribution to staff and staff follow up as required.

Health and Safety

Under the Direction of the Director of Human Resources:

- Oversee and coordinate the implementation of, monitor and develop the School's Work Health and Safety Management System.
- Keep abreast of WHS legislation, trends and developments.
- Chair, oversee and coordinate the operations of the WHS working group; liaise with group members to identify and recommend areas for ongoing improvement in their area of influence.
- Manage a regular programme of workplace inspections; through the WHS working group, ensure the implementation of corrective actions.
- Communicate legal obligations and relevant information to the Strategic Leadership Team and Managers and, through the WHS working group, implement requirements.
- Manage and investigate any significant health and safety incident, risk, 'near miss' or identified hazard in the workplace and work with colleagues to ensure the implementation of corrective actions.

- Notify WorkSafe WA of a death, serious injury/illness or dangerous incident (a 'notifiable incident') in the workplace.
- Be the lead liaison in the event of a WorkSafe investigation or inspection and support staff as required.
- Facilitate an understanding of the School's key WHS risks, including as these are relevant to the College's enterprise risk profile.
- Provide regular reporting on major issues as necessary to SLT and the Risk Committee.

Other Areas

- In conjunction with the Deputy Principal K-12 Operation and Principal regularly review the Critical Incident Management (CIM) process, continuously improve the CIM structure and ensure staff receive appropriate training regarding the CIM process.
- Absolute discretion when dealing with confidential information.
- Ongoing professional learning and development applicable to your role.

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.