



## ROLE DESCRIPTION

### RISK AND COMPLIANCE MANAGER

PERMANENT FULLTIME

#### ROLE PURPOSE

The Risk and Compliance Manager (RCM) works as a member of the broad administrative support team of Knox Grammar School ("the School") which is inspired by at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The RCM focusses on providing enterprise-wide risk and compliance management services for the School and its associated entities. In addition, the RCM will be responsible for the School's work, health and safety management system and the School's policy framework.

#### ROLE RELATIONSHIPS

The RCM is accountable to the Chief Financial Officer (CFO) and is a member of the School's administrative support team. As with all School employees, the RCM is ultimately responsible to the Headmaster.

In carrying out their responsibilities, the RCM will collaborate with, and advise, the following:

- Headmaster
- School Executive (Deputy Headmaster, Students 7-12, Heads of Knox Grammar Preparatory School and Wahroonga Preparatory School, CFO, Director of Staff Services K-12, Head of Enrolments and Marketing, Head of IT)
- Legal Counsel (internal)
- Operational Services Manager

The RCM will lead the School's Work Health and Safety Committee.

The RCM will be supported by the Risk and Compliance Administrator.

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## ROLE RESPONSIBILITIES

Key responsibilities will include but are not limited to:

### Risk & Compliance Management:

- First point of contact for all risk and compliance management across the School.
- Define, develop and implement a detailed enterprise risk and compliance management framework.
- Undertake ongoing monitoring, assessment and improvement of the School's risk and compliance management programs.
- Develop processes and ensure controls are in place to ensure that the School complies with all relevant obligations of regulatory authorities, regulations and legislation.
- Provide strategic advice and reports for School Council and Executive, taking into account current and upcoming legislative and regulatory changes.
- Build risk awareness throughout the School community through facilitating risk assessments, providing support and training to staff, developing resources and demonstrating risk aware behaviours.
- Prepare and manage the risk and compliance expenditure budget.

### Work, Health & Safety Management:

- Facilitate the management of work, health and safety processes and procedures across the School to ensure compliance with relevant legislation and regulations
- Manage and convene activities of the Work, Health & Safety Committee
- Develop and implement the School's return-to-work and injury management process
- Work with the Risk and Compliance Administrator, in consultation with Staff Services, to manage the School's return-to-work and injury management process, including case management and consultation/liaison with medical professionals and the School's workers compensation insurer.
- Provide all documentation/reporting to *WorkSafe NSW* as required by Law

### School Policies, Registration & Other:

- Coordinate the School's ongoing policy development and review including organising the writing and editing of School policies
- Publish policy updates on the School website where appropriate and organise staff professional learning on new policies and updates to policies.
- Project lead for School registration process with regard to overall compliance with school registration standards and related laws and regulations.

## ESSENTIAL CRITERIA

- Relevant tertiary qualifications
  - Demonstrated experience and expertise in a complex and diverse risk management and compliance environment.
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- Demonstrated experience in implementing an enterprise risk and compliance management framework for an organisation.
  - Demonstrated experience in managing a workplace health and safety system for an organisation.
  - Demonstrated strong written, verbal and analytical skills
  - High level of interpersonal and communication skills in dealing with management and front-line staff
  - Proven ability to exercise initiative, work autonomously, be organised, flexible and prioritise workload in a busy and challenging environment.
  - Proven experience as a senior member of a team with a commitment to professional development and confidentiality.
  - Demonstrated high level of computer literacy, including exposure to computer based compliance software systems.
  - The ability to work safely in a school environment and be fit to carry out the duties of the position.
  - Be at ease with the Uniting Church values and ethos of Knox Grammar School.

## WORK HEALTH & SAFETY

The RCM will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

## LENGTH OF TENURE & APPRAISAL

The RCM will be appointed on a permanent fulltime basis following the successful completion of a six-month probation period and performance appraisal. On an ongoing basis, the appointee will undergo an annual performance appraisal with the CFO or their delegate.

## REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

*Please note: Successful applicants will be required to provide the School with a current Working with Children Check number.*