



# Risk and Compliance Manager

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

## Key information

- 3 days part time, hours flexible (including possibility of term-time only)
- Permanent opportunity

## Broad objective

The primary purpose of the Risk and Compliance Manager is to ensure a whole school 'aware and managed' approach to risk, policy and regulatory compliance. The Risk and Compliance Manager is a key role in ensuring safe, compliant, and well-managed school operations, where student learning is always at the centre.

This role would suit a qualified, experienced teacher with an interest in embedding risk management in all aspects of school operations, or a risk professional with interest or experience in education.

## Key relationships

- Principal
- Director of Business Services
- Executive team
- Academic Heads of Department
- Year Advisors
- All Staff

## Reports to

Deputy Principal

## Qualifications, skills and experience

- Demonstrated experience managing risk and applying policy in educational settings.

- Qualifications in Risk Management, Business Administration, Law, Education or equivalent combination of relevant work experience and education.
- Strong communication skills.
- Project management skills.
- Ability to interpret regulation and translate key information to key stakeholders.
- Effective organisational skills to meet deadlines.
- Well-developed written and oral communication skills, including sound numeracy skills and excellent reporting writing.
- Ability to work independently and to exercise initiative.
- A willingness to assist with other tasks, within the skill scope of the position.
- Demonstrated commitment to Christian values.

## Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: <https://www.roseville.nsw.edu.au/careers/>

However please note, interviews may commence upon receipt of suitable applicants.

**Applications close: 8 August at 5pm.**

Roseville College is a member of The Anglican Schools Corporation (ASC).