



Position Description

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.

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.

This role is permanent part-time 3 days per week.

Key relationships

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

Reports to

Deputy Principal

Direct reports

N/a



Risk and Compliance Manager

Key responsibilities

- Manage and perform all aspects of the risk, policy and regulatory compliance functions including implementation of processes and procedures, tools and systems to identify, assess, measure and monitor risk and compliance with regulation and policy.
- Foster the promotion of a culture of risk awareness and compliance across the College.
- Review and implement procedures and practices to address regulatory and policy compliance requirements.
- Provide assurance to key stakeholders concerning overall compliance with regulation and policy.
- Specific areas of responsibility are outlined below for each of these key areas:

1. Risk Management
2. Regulatory Compliance
3. Policy

Risk Management

- Continuously improve and refresh the College Risk Register in collaboration with the College executive leadership team.
- Support the executive leadership team, key stakeholders and all staff to proactively identify and manage risk within the College.
- Ensure effective systems are in place for the recording, maintenance, monitoring and reporting of risks.
- Oversee risk assessments for School approved events, excursions, tours and activities in accordance with the duty of care and relevant legislative and compliance requirements.
- Key role in the development, review and implementation of the School's Risk Management Strategy including the prioritisation of risks, implementation of mitigation strategies, development of risk policies and procedures and mentoring of key stakeholders.
- Oversight of the College Safety Incident and Hazard registers, ensuring accurate and timely reporting and effective management and closure of incidents/hazards.
- Foster strong networks with risk staff of the Anglican Schools Corporation (ASC).

Regulatory Compliance

- Identify compliance requirements and translate those into actionable systems, procedures and practices as required.
- Regularly review processes to promote and ensure best practice.
- Effectively communicate regulatory compliance requirements to relevant staff and ensure completion of all relevant actions.
- Establish and maintain a compliance reporting system, including the use of internal or external assurance reviews.

Policy

- Ensure documentation and effective communication of policies and procedures to address risks and regulatory compliance requirements.
- Regularly review current policies for best practice and organisational compliance.
- Maintain IT platform as a current register of school policies and promote awareness and use of the platform by all staff.
- Foster strong connection between of the Anglican Schools Corporation (ASC) Board policies and the operation of the College.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first.
All appointments at Roseville College are subject to Child Protection Legislation.*

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Other Requirements

- Model the behaviours that this role espouses – risk awareness, management and compliance with policy and regulatory requirements.
- Consistently uphold Roseville College’s values and comply with all school policies and procedures.
- Maintain an outward focus by actively keeping up to date with and addressing changes in the external environment.
- Adhere to the College’s policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Build and maintain networks with relevant external parties.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College’s child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College’s child protection policies and completing mandatory induction and ongoing training.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Demonstrated experience managing risk and applying policy in educational settings.
- Qualifications in Risk Management, Business Administration, Education, Law 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.

Essential characteristics

- Exceptional interpersonal and communication skills.
- Customer focused and results driven.
- Strategic thinking.
- Self-directed.
- Collegial and collaborative.

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- Conflict resolution skills.
- Emotional resilience.
- Initiative.
- Innovative.
- Adaptable and able to work well under pressure.
- Organised and details oriented.
- Approachable.

This position description is subject to change based on College requirements.

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