



POSITION DESCRIPTION

Position name	Risk and Compliance Officer
Employment Status	Permanent, Full-time
Load	38 hours per week, 48 weeks per year
Classification	Grade 7
Key Relationships	<ul style="list-style-type: none">• Reporting to the Chief Operating Officer• Secretary of the Risk Committee• Collaborative relationships with all senior and middle leaders• Membership of stakeholder groups as required

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Risk & Compliance Officer is responsible for managing the College's corporate risk, governance and compliance frameworks. This is a specialist role incorporating administration, documentation, and reporting to ensure the College's risks are proactively managed and the College's compliance obligations (regulatory, legal, and operational) are met.

Position Overview:

Reporting to the Chief Operating Officer, the Risk & Compliance Officer will work closely with the Senior Leadership Team (SLT), the College's Risk Committee and external risk consultants to identify, assess, measure and monitor risk across all areas of College operations. The incumbent is also responsible for holding the designation of Privacy Officer.

An experienced corporate or business risk professional, you possess a strong understanding and application of Australian risk management and compliance standards. You are highly organized and possess strong communication and interpersonal skills that enable you to interact effectively at all levels of the College. Importantly, you couple your technical and professional aptitude with a strong focus on effective change management practice, tailoring your approach and style to secure greatest impact.

Key Responsibility Areas:

1. Risk

- Manage the implementation of all aspects of the corporate risk management framework, including implementation of processes and procedures, tools and systems to identify, assess, measure and monitor risk
- Documentation of policies and procedures to assist in identifying and evaluating new risks, elevating high priority risks to the SLT and ultimately Risk Committee, when appropriate
- Monitor changes to the operational landscape through the assistance with external consultants to assess the implications on the College's current risk framework

2. Compliance & Registration

- Develop the College's Compliance & Registration Framework to include compliance registers, monitoring of adherence and conduct of review and audit of processes
- Maintain a Compliance Calendar and establish a process for regular evaluation and reporting of College compliance
- Arrange ongoing training and support for staff to facilitate an understanding of the compliance framework

3. Policy Management

- Coordinate the College's Policy Management Framework
- Manage the College's policy and procedure repositories
- Manage the process for review and update to ensure that all policies and procedures remain contemporary

4. Governance

- Oversight of the College's Governance Framework
- Review Responsible Persons (RPs) documentation including annual declarations and induction checklist
- Develop processes for the sharing and reporting of information between this role, the Risk Committee and Council of Governors

5. Privacy

Ensure the College complies with all relevant privacy and data laws and regulations by:

- Performing the role of Privacy Officer
- Implementing a Privacy Management Plan
- Training and briefing staff about recent privacy and data law updates

6. Change Management

The College is undertaking an exciting step change in the management of its risk, governance and compliance frameworks. Consequently, managing change within the organisation will be required through:

- Clear and concise communication to affected stakeholders
- Implementing a 'right-sized' change program that balances the needs of the stakeholders and the College, more broadly
- Sensitivity towards and understanding of stakeholder requirements to ensure an appropriate transition from long standing methodology and practices to any alternate arrangements

7. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Previous corporate or business risk management experience, preferably in the not for profit or education sector.

Qualifications, skills and knowledge

- Qualifications in a risk management or related discipline
- Strong understanding and application of Australian risk management and compliance standards
- Advanced knowledge of the Microsoft Office suite and a strong technical aptitude

Key Selection Criteria:

- Experience working with best practice compliance and risk management strategies and processes
- Exceptional verbal communication skills to support interaction with a diverse range of internal and external stakeholders
- Experience of change management practices within a complex, multi-user environment
- Excellent written communication skills including demonstrated ability to draft and proof documentation with a high level of accuracy and attention to detail
- Excellent organisational and time management skills, with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines

Conditions of Employment:

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Willingness to work flexible hours to service the College's various activities, which will include evening and weekend work as required
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work and 'on-call' arrangements. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.