POSITION DESCRIPTION

Position name	**Risk, Compliance & Governance Manager**
Classification	College Administration Services, Grade 7, Level 7
Line Manager	Chief Operating Officer
Key Relationships	Secretary of the Risk Committee Works closely with the Senior Leadership Team, the Risk Committee, Council and risk owners across the College.

Our Purpose:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge, and confidently navigate the opportunities and complexities of the future.

Position Objective: Why this role matters

The Risk, Compliance & Governance Manager leads and coordinates the College's enterprise risk, compliance and governance frameworks, ensuring effective oversight, strong accountability and a culture of continuous improvement. The role oversees the compliance program and provides high-quality advice and reporting to College leadership and Council.

Position Overview: What this role will contribute

Reporting to the Chief Operating Officer, the Risk, Compliance & Governance Manager will partner with the Senior Leadership Team (SLT), the Risk Committee and risk owners across the College to strengthen governance and risk management practices across all areas of College operations. The incumbent is also responsible for holding the designation of Privacy Officer.

An experienced risk, compliance and governance professional, you possess a practical understanding and application of Australian risk, compliance and governance frameworks, with the ability to interpret legislative and regulatory requirements and translate them into practice. You have strong analytical, writing and communication skills and the ability to influence, challenge and support stakeholders at all levels of the College, fostering a culture of accountability, compliance and risk awareness. 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

- Support the ongoing review, implementation and enhancement of the College's Risk Management Framework, including risk appetite statements, risk registers, key risk indicators (KRIs), controls assurance and reporting
- Partner with leaders who retain ownership of risks and controls within their areas of responsibility
- Identify emerging risks and control gaps, escalating high priority risks to the SLT and the 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

- Manage the College-wide Compliance Register, coordinating accountable owners across obligations including child safety, registration, funding, curriculum and student reporting, CRICOS, ELC, privacy and other regulatory requirements
- 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
- Monitor legislative, regulatory and compliance developments and translate emerging requirements into practical actions and advice for College leaders.

3. Policy Management

- Coordinate the development, review and maintenance of key College policies and supporting governance documentation to ensure currency, consistency and compliance with legislative and regulatory requirements
- Manage the College's policy and procedure repositories.

4. Governance

- Oversight of the College's Governance Framework
- Coordinate governance processes and provide advice on Terms of Reference, Delegations of Authority, conflicts of interest, Responsible Person requirements, policy governance, procurement and contractor governance
- Support Council, Committee and leadership governance processes, including committee administration, governance reporting, annual governance requirements (such as Responsible Persons declarations), member onboarding and induction, and governance compliance activities
- Develop processes for the sharing and reporting of information between this role, the Risk Committee and Council of Governors
- Support third-party, contractor and supplier risk management frameworks with accountable business owners.

5. Reporting & Assurance

- Prepare concise papers, dashboards and recommendations for the SLT, Risk Committee and Council, identifying emerging risks, control gaps, assurance outcomes and decisions required
- Act as Secretary to the Risk Committee
- Coordinate internal and external audits, reviews and regulatory visits, and monitor the implementation of agreed actions
- Act as functional owner of the College's governance, risk and compliance (GRC) system

6. Privacy

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

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

7. 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.

8. 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 and undertake required training.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Tertiary qualifications and/or equivalent experience in risk management, compliance, governance, assurance, law or a related discipline
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) qualification at the masterclass level
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module
- Attainment and maintenance of HLTAID012 'Provide First Aid in an Education and Care Setting' certificate.

Experience and knowledge

- Experience developing and enhancing frameworks, systems and reporting, and partnering with leaders who retain ownership of risks and controls
- A practical understanding of Australian risk, compliance and governance frameworks, with the ability to interpret legislative and regulatory requirements and translate them into effective organisational practices
- Experience of change management practices within a complex, multi-user environment
- Experience supporting governance bodies, committees or boards, including the preparation of papers, reporting and governance documentation, is desirable
- Experience in the school or education sector is desirable but not essential
- Advanced knowledge of the Microsoft Office suite and a strong technical aptitude.

Personal attributes

- Strong analytical, writing and communication skills, with the ability to synthesise complex information into clear and actionable advice for senior leaders, committees and a governing body
- Demonstrated ability to influence, challenge and support stakeholders at all levels with professionalism, sound judgement and integrity
- Strong organisational skills and the ability to manage competing priorities while moving confidently between strategic objectives and detailed implementation
- Well-developed relationship-building and collaboration skills, with the ability to foster a culture of accountability, compliance and risk awareness across the College
- Willingness to work flexible hours to service the College's various activities, which will include evening and weekend work as required.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the Scotch College Adelaide Enterprise Agreement

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 may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work 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.