



Compliance | Risk and Compliance Co-ordinator

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Practice

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, as far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.

Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description will be relied on as a framework for professional review.

Role	Risk and Compliance Co-ordinator
Campus	Secondary Epping
Qualifications	□ Certificate III or IV in Work, Health and Safety □ Tertiary qualifications in risk management (desirable) □ Current registration and/or membership with relevant professional body (desired)
Skills, Knowledge & Experience	□ Experience working in a similar organisation and proven experience in risk, compliance and innovation management (desirable). □ Understanding of compliance in a school environment (desirable). □ A proactive "can do" attitude. □ Demonstrated ability to adapt and remain calm under pressure and in emergency situations □ Strong interpersonal skills and demonstrated ability to work both autonomously and collaboratively □ Demonstrated knowledge and experience in policy, process and procedure development □ Evidenced ability to communicate effectively with internal and external key stakeholders □ Evidenced strong organisation and time management skills □ Demonstrated strong Microsoft 365 skills, □ Experience with data management and reporting within a student management system (desired)

Role Profile

The Risk and Compliance Co-ordinator will work in collaboration with the School Executive to ensure the School meets its regulatory obligations by developing and maintaining high level compliance and risk management systems. The Compliance and Risk Co-ordinator is also responsible for working closely with the Workplace Safety Co-ordinator to ensure the School meets its WHS compliance requirements.

This role supports the School Executive to ensure the School adheres to legal obligations, policies, and regulations, while fostering a culture of continuous improvement, safety, and compliance.

Key Responsibilities

Risk and Compliance

- Review risk assessments, as required, for School-approved events, excursions, tours and activities in accordance with relevant legislative and compliance requirements. As part of the review, provide feedback and support as required and/or escalation to the School Executive, as appropriate.
- Provide advice to the School Executive with the implementation and management of the School's Risk Management Strategy and Framework. This includes the prioritisation of risk identification and implementation of mitigation strategies, development of risk policies and procedures, and support for key stakeholders.

- Monitor and maintain the School's risk register, and work with staff to identify and implement appropriate mitigation strategies that minimise risks according to the School's acceptable risk appetite.
- Analyse data to identify areas for improvement within the risk management system, as well as providing recommendations for improvement.
- Provide training and guidance to staff, as required, in relation to risk management and compliance related matters.
- Monitor changes to legislation and assess the implications for the School's current risk framework, and if required, recommend and document changes required to policies, procedures and practices.
- Review third party agreements/contracts, as required, and advise the School Executive of potential, actual or perceived risks, as appropriate.
- Be the central point of contact to manage and monitor Subpoenas and Court Orders and provide support to the School Executive with respect to any emerging issues, as well as risk management and mitigation strategies.
- Undertake audits of NCCD related data and submissions as directed.
- In liaison with the Director of Teaching and Learning, ensure all NESA obligations are met in a timely manner, as required
- Assist with the School's accreditation and registration process (through NESA and AIS)

Workplace Health and Safety (WHS)

- Undertake ergonomic assessments for school employees as required.
- Chair the Work Health and Safety (WHS) meetings and ensure agendas, minutes and resultant actions are completed in a timely manner.
- Provide support, as appropriate, to the role of the Workplace Safety Co-ordinator with their following areas of responsibility:
 - consistent and informative promotion of WHS matters via Schoolbox.
 - timely communication and responses to all WHS matters.
 - positive and pro-active engagement with WHS by all staff.
 - effective and timely coordination of lockdown and evacuation drills.
 - ongoing review and improvement of WHS processes to achieve best practice
 - ongoing review and improvement of incident, accident, near miss, and hazard reporting processes, documentation and reporting

- ongoing improvement and testing of the School Critical Incident and Emergency Management Plan
- compliance with visitor sign-in ensuring the system is updated as required.
- development, implementation, and maintenance of comprehensive WHS training programs including WHS induction of new staff.
- timely and effective management and reporting of Workcover claims, including claim minimisation strategies
- timely and accurate preparation of WHS and Emergency Planning agenda and meeting minutes.
- reviews and audits of first aid procedures and kits as required
- the completion of Working with Children Checks as well as the maintenance of an accurate and compliant register for all applicable persons.

Policies and Procedures

- Update and/or audit policies and procedures for any legal and/or regulatory changes that may impact the School, and ensure timely communication of changes to staff, as appropriate.
- Ensure all new employees are effectively inducted to both understand the content, and to know how to access relevant policies and procedures.
- Assist the School Executive with policy, procedure, workflows and online form development as required.
- Periodically review/audit compliance-related activities and workflows for accuracy and integrity.
- Advise the School Executive of any material compliance or policy matters requiring urgent attention.

Incident Management

- Assist the Principal (or as delegated) with matters related to reportable conduct
- Assist, as directed, with the process of investigation, reporting and analysis of data with respect to reportable incidents
- Work with the School Executive to manage emergencies and critical incidents, as required

Reporting

- Provide support, as appropriate, to the role of the Workplace Safety Co-ordinator with dashboard reporting for WHS matters.

- Develop and provide regular reports to the School Executive, School Council and Council Committees on risk and compliance matters.

Professional Review

This Position Description is intended as a framework for professional review.