



Risk and Compliance Manager

Applications for this position close: 9.00am Monday 17 June 2019

Canberra Girls Grammar School (CGGS) is an independent non-selective Anglican school with an enrolment of approximately 1,400 students. The School has a strong reputation as a leader in the education of girls.

Our intent is to develop young women that are well-educated and who insist on living ethically and purposely. This is an opportunity to join a dedicated, supportive and innovative team in a School committed to excellence.

The Risk and Compliance Manager will have primary responsibility for the overall implementation and maintenance of Canberra Girls Grammar School's compliance, risk and incident management framework. They will be expected to work with leadership and management teams as well as front line staff to manage and promote a proactive attitude to risk and compliance within the School.

We are seeking applications for this full-time, ongoing position to commence as soon as possible. The working hours are 8.30am to 4.30pm, Monday to Friday.

Excellent communication, organisational and project management skills are essential. A Graduate qualification in law, business, accounting or a related field will be highly regarded.

Applicants will be required to provide a current Working With Vulnerable People check prior to commencing employment.

For employment at CGGS, a commitment to the ethos of an independent Anglican school is essential.

Applications

Further information, including the duty statement for the position can be found on the School's website www.cggs.act.edu.au

Applications can be made via the online application form on the Employment page of our website <https://employment.cggs.act.edu.au/>. Applications should include a current resume and short cover letter. **Closing date for applications: 9.00am Monday 17 June 2019.**

Queries regarding this position should be directed via email to employment@cggs.act.edu.au. Please note that applications cannot be accepted via the employment email address.