



DUTY STATEMENT

Position	Risk and Compliance Manager
Reports to	Chief Operating Officer
Type	Full time, ongoing; 8.30am to 4.30pm with a half hour for lunch
Classification	Clerical Officer Level 5; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017

THE ROLE

The Risk and Compliance Manager will have primary responsibility for the overall implementation and maintenance of Canberra Girls Grammar School's (CGGS) 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.

DUTIES

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

Risk and Compliance Management:

- Act as first point of contact for all risk and compliance management issues across the School;
- Oversee the School's ongoing policy and development review;
- Act as the system owner of the School's compliance software, CompliSpace;
- Undertake ongoing monitoring, assessment and improvement of risk and compliance management processes;
- Work with the Chief Operating Officer to ensure controls are in place to manage School compliance regulatory and legislative obligations;
- Work with the Chief Operating Officer to provide advice and reports for the School Board and Executive, taking in to account current and upcoming legislative and regulatory changes;
- Ensure changes to regulations and legislation which effect compliance or School policies are communicated to the Senior Leadership Team;
- Ensure compliance capabilities and performance are factored into contracts with external suppliers;
- Facilitate the appropriate maintenance of compliance records; and
- In conjunction with the Chief Operating Officer, build risk awareness throughout the School community through facilitating risk assessments, providing support and training to staff, developing resources and demonstrating risk aware behaviours.

Work, Health and Safety Management:

- Act as a member of and secretary for the Work, Health and Safety Committee.

Critical Incident Management (CIM):

- Develop and maintain CIM documentation; and
- Prepare regular reports on business continuity readiness, including status reports on risk assessments, planning and initiatives.

Insurance Management:

- Act as the primary liaison between the School community and the School's insurance broker;
- Maintain insurance documentation including;
 - Completion of insurance claims documentation as required;
 - Preparation of reports on insurance related matters; and
 - Provision of insurance related guidance as required (whether this is directly to members of our School community or facilitated through our insurer).

Other Duties:

- Maintaining the School Contracts and Contractor registers;
- In conjunction with the Chief Operating Officer, assisting with School legal matters as required; and
- Attending to ACNC requirements relating to School Entities.

DISIRABLE QUALIFICATIONS/ATTRIBUTES FOR THE POSITION

- Graduate qualification in law, business, accounting or related;
- Ability to see the big picture and handle the detail of the role;
- Excellent change management and negotiation skills;
- Excellent organisational and project management skills;
- Excellent communication skills across all levels of the organisation; and
- Ability to convert complex legislation or information into plain language.