



**OXFORD  
FALLS**  
GRAMMAR

## Job Description Risk & Compliance Manager

<b>Title:</b>	Risk and Compliance Manager
<b>Date Reviewed:</b>	October 2024
<b>Reporting to:</b>	Head of Operations
<b>Supervised by:</b>	Head of Operations
<b>Supervises:</b>	N/A
<b>Liaison with:</b>	Board, Executive, Director of HR, Events Facilitator, Staff, Risk & Compliance networks across independent schools, Contractors, SafeWork, Legal Counsel, Association of Independent Schools NSW, Christian Schools Australia
<b>Department:</b>	Support Services
<b>Classification:</b>	Salary by negotiation
<b>Multi Enterprise Agreement:</b>	NSW Christian Schools General Staff MEA 2020-2023
<b>Full Time Equivalent (FTE):</b>	8.30am - 4.30pm (37.5 hrs per week) x 46 wks (0.943 FTE)
<b>Qualification/ skills required:</b>	<ul style="list-style-type: none"><li>• Qualifications in Risk Management, Business Administration or a related discipline.</li><li>• Strong understanding and application of WHS and Australian risk management and compliance standards.</li><li>• Strong understanding of the operations of school systems is desirable.</li><li>• Ability to interpret legislation and translate key information to key stakeholders.</li><li>• Experience working with best practice compliance and risk management strategies and processes.</li><li>• Exceptional verbal communication skills to support interaction with a diverse range of stakeholders.</li><li>• Excellent written communication skills including demonstrated ability to draft and proof documentation with a high level of accuracy and attention to detail.</li><li>• Excellent organisational and time management skills, with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines.</li><li>• Experience with implementing risk and compliance related software and systems is very desirable.</li><li>• Have a strong technical aptitude.</li><li>• Advanced knowledge of Google Workspace.</li></ul>

## Our Vision:

To develop in each child their unique qualities, equipping them to enjoy a successful, Christ-centred life.

## Our Ethos:

*For Greatness:* Developing confident servant-hearted people of strong character, purpose and attitude.

*For Excellence:* Empowering our community to aspire, learn and work to achieve their full potential.

*For Christ:* Providing a positive and meaningful experience of Christian faith, hope and life.

## Responsible for:

Ensuring OFG's risk management, compliance, and WH&S frameworks, policies and procedures, are developed, implemented and followed and providing support to the Board, Principal, Executive and Staff for the safe and efficient operation of the School.

## Key Result Area

Specific Accountability	Performance Standards
Risk Management	<ul style="list-style-type: none"><li>• Develop, document and maintain the school's Risk Management Framework consistent with the requirements of ISO 31000.</li><li>• Manage the implementation of all aspects of the risk function including policies, processes and procedures, tools and systems to identify, assess, measure and monitor risk.</li><li>• Develop, review and implement the School's Risk Management Strategy including prioritising risks, implementing mitigation strategies, developing risk policies and procedures and mentoring key stakeholders.</li><li>• Maintain and update risk and compliance information within the School's risk register, including linking to the OFG's Strategic Goals and Agile Strategies.</li><li>• Monitor changes to legislation and assess the implications on the School's risk framework.</li></ul>
SafeWork	<ul style="list-style-type: none"><li>• Establish and ensure the effective management of appropriate online systems for the effective capture of near misses and SafeWork notifiable incidents.</li><li>• Establish processes for investigating and analysing data with respect to near misses and SafeWork notifiable incidents.</li></ul>
Psychosocial risks	<ul style="list-style-type: none"><li>• Support the Director of HR and the Executive with identifying potential psychosocial hazards, such as workplace stress, bullying or harassment, and assessing their risks.</li><li>• Develop and update policies that address psychosocial risks, promoting a safe and healthy work environment.</li><li>• Provide or arrange training for employees and management on recognising and managing psychosocial risks.</li></ul>



FOR GREATNESS



FOR EXCELLENCE



FOR CHRIST

OXFORD FALLS GRAMMAR

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Specific Accountability	Performance Standards
Child Safety	<ul style="list-style-type: none"> <li>● Review and improve OFG’s implementation of NSW Child Safe Standards, particularly Standards 7 to 10.</li> <li>● Support the Principal with investigations involving allegations of reportable conduct, where appropriate.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>● Develop and document a Compliance Framework consistent with the requirements of ISO 37301.</li> <li>● Review and enhance the compliance systems and programs to create and protect value within the School.</li> <li>● Identify key compliance obligations and translate those requirements into actionable policies and procedures.</li> <li>● Maintain the Compliance and WHS calendars and evaluate their effectiveness in providing evidence of compliance.</li> <li>● Undertake compliance reviews, as required.</li> <li>● Complete and maintain compliance registers.</li> <li>● Review and enhance the current compliance systems and programs to create and protect value within the School with respect to WHS.</li> </ul>
WHS Leadership	<ul style="list-style-type: none"> <li>● Oversee the WHS function in line with WHS policy and legislative requirements.</li> <li>● Establish and maintain strong relationships across the School, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.</li> <li>● Chair and manage the WHS Committee, ensuring actions are appropriately followed up on and minutes are shared appropriately with stakeholders.</li> <li>● Analyse WHS related information and prepare regular reports for the Board, the Exec and the WHS Committee.</li> </ul>
WHS Management	<ul style="list-style-type: none"> <li>● Develop, maintain and continually improve a WHS management system consistent with the requirements of ISO 45001 and to be compliant with the relevant obligations under the NSW WHS Act and Regulations.</li> <li>● Support the HOO with input into WHS reports.</li> <li>● Consult and coordinate with all areas of the School to inform WHS programs, policies, procedures and activities.</li> <li>● Ensure that rigorous WHS audits, workplace inspections and investigations are conducted, and that appropriate risk identification, assessment and control measures are in place.</li> <li>● Oversee reported WHS hazards, incidents and near misses for staff, contractors and students and triage accordingly.</li> <li>● Ensure that breaches and any non-compliance or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the School.</li> </ul>

Specific Accountability	Performance Standards
WHS training	<ul style="list-style-type: none"> <li>● Determine the Risk, Compliance and WHS training needs of the School, then establish the training program.</li> <li>● Provide WHS induction for new workers and refresher training for all workers, including staff and contractors.</li> <li>● Provide specific risk and WHS guidance and support to the Grounds Manager and team.</li> <li>● Ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.</li> </ul>
Policies	<ul style="list-style-type: none"> <li>● Document policies and procedures to identify and evaluate new risks, elevating high priority risks to the Executive team when appropriate.</li> <li>● In collaboration with policy owners, help write and revise policies for the School, providing subject matter expertise in relation to changes to legislation and regulations that impact respective policies,</li> <li>● Manage the schedule of updates to all School policies, ensuring appropriate document version control.</li> </ul>
Events / VTRs	<ul style="list-style-type: none"> <li>● In relation to School approved events, incursion, excursions, camps, tours and activities and in conjunction with the Events Facilitator: <ul style="list-style-type: none"> <li>○ Review and sign off Risk Assessments prepared by Event Hosts, Teachers and Support Staff;</li> <li>○ Determine the relevant WHS controls to be included in the risk assessments.</li> <li>○ Audit and review completed Risk Assessments in accordance with relevant legislative and compliance requirements.</li> </ul> </li> </ul>
Board / Governance	<ul style="list-style-type: none"> <li>● Assist the Board and Executive in developing the School's Risk Appetite Statement.</li> <li>● Review Responsible Persons (RPs) documentation including annual declarations and induction checklist.</li> <li>● Review and maintain RP Declaration Registers.</li> <li>● Maintain the Strategic and Operational Risk Registers.</li> <li>● Maintain the Goals and Agile Strategies register on behalf of the School Leadership Team (SLT).</li> <li>● Develop an incident management reporting system for the Board and management.</li> </ul>
Emergency Response Plans	<ul style="list-style-type: none"> <li>● Oversee the School's Emergency Response Plan ensuring emergency and evacuation procedures, practices and guidelines are regularly updated and embedded across the School.</li> <li>● Organise drills for the evacuation and lockdown.</li> <li>● Support critical incident management and training.</li> </ul>

Specific Accountability	Performance Standards
School Registration	<ul style="list-style-type: none"> <li>● Coordinate and oversee School Registration &amp; Accreditation (every five years)</li> <li>● Perform an annual check Registration and Accreditation documentation, as per legislative requirements</li> <li>● Oversee ongoing non-government schools reporting obligations as required by NESA.</li> <li>● Complete DEEWR compliance certificate (<i>September</i>)</li> <li>● Compile the Annual Report (<i>June</i>)</li> </ul>
General	<ul style="list-style-type: none"> <li>● Ensure the alignment of School's governance, compliance, risk and WHS frameworks with our overall strategic objectives.</li> <li>● Provide assurance to School's key stakeholders in relation to our overall compliance with the Non-Government School Registration Standards and related laws and regulations.</li> <li>● Work with key stakeholders to recommend how the School might maximise strategic and operational outcomes through the use of enabling technologies including risk and compliance systems and programs.</li> <li>● Facilitate the promotion of a strong culture of risk, compliance and WHS awareness and management across the School with a focus on training and mentoring staff.</li> <li>● Prepare and report on risk, compliance and governance to the School Board and relevant Board Committees and Executive.</li> </ul>
Other Responsibilities	<ul style="list-style-type: none"> <li>● Attend the annual calendar meeting (October).</li> <li>● Maintain compliance related to Copyright Agreements.</li> <li>● Complete, in conjunction with the Head of Science, the Animal Research Authority form annually (May).</li> <li>● Oversee the maintenance of Chemical Registers .</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>● Rostered morning duties (e.g. Kiss &amp; Drop).</li> <li>● Attend whole School functions, as appropriate.</li> <li>● Other duties as directed by the Head of Operations.</li> </ul>