



BRISBANE GIRLS GRAMMAR SCHOOL

## Position Description

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| <b>Position Title:</b>     | Risk and Compliance Officer                                  |
| <b>Faculty/Department:</b> | CFO Office   |
| <b>Employment status:</b>  | Contract—0.6 FTE over five days per week (two-year contract) |
| <b>Reports to:</b>         | CFO  |
| <b>Classification:</b>     | Professional Staff, Level 6                                  |

### Brisbane Girls Grammar School

Brisbane Girls Grammar School is one of Australia's leading girls' schools. An academically non-selective, independent school, Girls Grammar provides a broad, liberal education for 1420 girls from Years 7 to 12, establishing the educational foundation for young women to contribute confidently to their world with wisdom, imagination and integrity.

Established in 1875 as one of Queensland's original Grammar schools, Girls Grammar's outstanding reputation as a leader in exceptional scholarship is exemplified by its curious, adventurous and principled students, dedicated expert staff and a supportive community of parents, alumni and friends that value the finest traditions and aspirations in education.

### The Position

Reporting to the Chief Financial Officer (CFO), the Risk and Compliance Officer is responsible for ensuring the School's risk and compliance framework and mechanisms comply with current legal and regulatory obligations. Broadly, this role oversees and maintains the School's risk management systems, practices and procedures. They also ensure effective risk identification and management, including via compliance with internal policies and procedures. This role will provide education and training to the School's staff on managing risk in a systemised way, and upholding best practice to support a positive safety, risk and compliance culture.

### Key Accountabilities

#### Risk and Compliance Management

Duties include, but are not limited to:

- providing specialist advice to the School's Senior Leadership Team in the implementation and management of the School's Risk Management Strategy and Risk Management Framework. This includes the prioritisation of risk identification and implementation of mitigation strategies, development of risk policies and procedures, and mentoring of key stakeholders
- monitoring and maintaining an overview of the School's risk register, and working with staff to identify and implement appropriate mitigation strategies that minimise risks to within the School's articulated acceptable risk appetite
- facilitating delivery of all aspects of the risk and compliance functions, including implementation of processes, procedures, tools and systems to identify, assess, measure and monitor risk and compliance
- facilitating promotion of a strong culture of risk management and compliance awareness across the School, including staff training
- conducting risk assessments for School-approved events, excursions, tours and activities in accordance with relevant legislative and compliance requirements
- facilitating risk assurance reviews and workshops, as part of the annual assurance program, to assess and evaluate risk areas and effectiveness of risk control systems. This includes recommending and documenting

*A leader in exceptional scholarship*

relevant actions, as required, and working with stakeholders to implement recommendations

- monitoring changes to legislation and assessing the implications for the School's current risk framework, and if required, recommending and documenting changes required to policies, procedures and practices
- identifying and evaluating new risks and compliance requirements, including escalation of high priority risks to the School's Senior Leadership Team, when appropriate
- reporting on risk and compliance to the School's Board of Trustees, and Audit, Risk and Compliance Committee, in consultation with the CFO

### **Workplace Health and Safety (WHS)**

- administering and using (and developing, where required) appropriate WHS and risk management tools
- maintaining current knowledge in relevant fields and keeping up-to-date with developments in legislation, technical and other guidance material that relates to health and safety at the School
- monitoring the School's work health and safety program (including fire and evacuation management) and making recommendations to the CFO on possible modifications and/or improvements
- recommending, coordinating, and participating in health and safety policy and procedure development
- providing specialist advice and reports as required on health and safety in the workplace, including audits and inspections for the purpose of proactively identifying unsafe practices or conditions, including recommendations for rectification
- coordinating and/or delivering (as appropriate) workplace health and safety training, including induction of new staff
- supporting the investigation, and ensuring appropriate recording and reporting, of all incidents, injuries and work-related illnesses
- in consultation with the WHS Committee Chair, coordinating the effective operation of the WHS Committee, including agenda and minute management
- preparing effective and meaningful WHS reports, including reporting to the Board of Trustees and associated committees, as required

### **School Policies and Procedures**

- providing specialist advice to support the School's ongoing policy development and review process, and recommending and coordinating policy and procedure development
- researching and drafting new policies for key risk areas identified for review by the Principal, Deputy Principal and CFO
- assisting with the School policies' register as required
- undertaking any other duties required to facilitate the efficient function of the School.

### **Qualifications, Experience and Competencies**

- Qualifications in Risk Management or Business Administration, or equivalent combination of relevant work experience and education
- Strong understanding and application of Australian Risk Management Standards

- Demonstrated advanced computer skills, including a sound understanding of the Microsoft Office suite
- Ability to interpret legislation, and translate information for key stakeholders
- Effective organisational skills
- Well-developed written and oral communication skills, including strong report writing
- Sound numeracy skills
- Ability to work independently and exercise initiative
- A willingness to assist with other tasks, within the skill scope of the position