

LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

Position:	COMPLIANCE OFFICER
Mode/Conditions:	Fixed term, full time employment for 12 months (Subject to review and extension depending on the strategic and operational needs of the College.)
Hours:	Monday to Thursday, 8.15am – 4.30pm, 30 minute unpaid lunch break. Friday 8.15am – 4:00 pm, 45 minute unpaid lunch break.
Mode:	School Officer Grade E – Administration and Finance Stream, as per the Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2018

PRIMARY ROLE PURPOSE

The Compliance Officer is responsible to the Principal through the Chief Operating Officer. The purpose of the position is to coordinate and support a positive risk management and safety culture in order to ensure the college's regulatory and other compliance obligations are met. This includes providing advice and guidance with regard to regulatory matters, assisting with compliance & risk frameworks and ensuring that policies and procedures are reviewed to ensure compliance.

The College currently requires teaching and operational staff to own and manage their risks, including identifying, monitoring and reporting risks. The Compliance Officer is intended to operate akin to a 2nd line of defence to achieve the outcome of designing and monitoring College risk and compliance and confirming risk and compliance controls.

The Compliance Officer is accountable for the management, training and development of the OH&S Officer.

ESSENTIAL LEADERSHIP SKILLS, BEHAVIOURS AND ABILITIES

There are a series of Essential Leadership Behaviours for all leadership positions within the College. These leadership behaviours, and an explanation of each, are listed below.

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Decision Quality: Makes good decisions, based on sound data, collective wisdom, experience and in alliance with strategic aims and objectives.

Ethics and Values: Demonstrates Christian values, role models expected behaviors, demonstrates honesty and integrity in all situations irrespective of complexity.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents the situation accurately without embellishment and displays a genuine empathy for others.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works strategically to achieve goals understanding how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritise focus accordingly, manage impulsivity and limit distractions accordingly, can overcome blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is measured in the formation of judgment and opinions, is able to interpret and respond accordingly to the non-verbal responses of others.

Managerial Courage: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

SKILLS AND ABILITIES

- Exceptional interpersonal, communication, process management and problem-solving skills, including the ability to prioritise tasks, meet prescribed deadlines, and concurrently balance competing priorities;
- Demonstrated ability to work both independently without supervision and within a collaborative team environment;
- A strong understanding and practical knowledge of AS/NZS ISO 31000:2018 Risk Management, Ministerial Order No.870 – Child Safe Standards, and OH&S legislation;
- Ability to interpret legislation and translate key information to key stakeholders;
- Excellent computer skills and proficient in common Microsoft business programs (e.g. Office suite)

DUTIES AND RESPONSIBILITIES

- Support the College's senior leadership by fostering and supporting a robust risk management and compliance culture within the College;
- Maintain up-to-date knowledge of legal and regulatory changes affecting the College;
- Adopt a process of continual improvement for policies, procedures, guidelines, plans and practices that relate to risk and/or compliance ("Policies") to ensure compliance with current applicable legislation (such as occupation health & safety ("OH&S") child safety laws), binding external requirements (including, without limitation Victorian Registrations and Qualifications Authority (VRQA), material contractual, funding and insurance requirements) and best practice in risk management for schools ("Compliance Drivers");
- Assess College Policies and other controls based on Compliance Drivers as required and provide advice to Policy/risk owners about any perceived gaps and need to draft/review/revise Policies or documents as required/appropriate;
- Assist Policy owners in interpreting and/or providing advice on College Policies;
- Monitor adherence to Policies regularly and otherwise when required;
- Advise senior leadership with respect to Compliance Drivers and other regulatory matters;
- Build effective relationships with the College's regulators and other governmental agencies including assisting College senior leadership with regulatory meetings (where requested) and audits;
- Improve and maintain the compliance framework for the College;
- Role model effective professional and compliance behaviours and set the standards for high performance, quality outcomes and behaviours consistent with the College's ethos and values;
- Maintain the College's compliance calendar;
- Maintain or assist in maintaining the College's various risk registers (including the College's incident reporting system);
- Where appropriate & required by College Administration, provide training for staff in compliance and risk matters;
- Oversee College insurance policies and process insurance claims.

OTHER INFORMATION

Key Relationships

- Principal
- Chief Operating Officer
- Director of People and Culture
- Director of Strategic and Educational Operations
- Members of the Strategic and Operational Management Team
- OH&S Officer

Child Safety

As Luther College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College’s child safety policies and procedures; including:

- complying with the College’s Child Protection Code of Conduct and staff-student professional boundaries;
- identifying and proactively addressing risks;
- identifying indicators of possible child abuse;
- reporting concerns to one of the College’s Child Safety Officers;
- taking all practicable steps to protect students where a risk to their safety has been identified;
- managing disclosures; and
- reporting.

Experience and Qualifications:

- Legal, OH&S, audit or other risk management tertiary qualifications and three years’ experience in a compliance or risk management role preferred;
- Qualifications or experience in project management and process/operational efficiency are desirable;
- Current Working with Children’s Check & Victoria Police Check.

Confirmation of documentation:

Principal (Signature)

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Compliance Officer (Signature)

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