CENTRAL COAST GRAMMAR SCHOOL

VITA ET SCIENTIA

Position Description

POSITION DETAILS

Position Title:	**RISK AND COMPLIANCE MANAGER**
Industrial Agreement:	Independent Schools NSW (Professional and Operational Staff) CMEA
Department	Professional Services
Work Arrangement:	0.6 FTE (Days, Hours TBD)
Date Established:	2027
Last Updated:	New Position
Reports to:	Business Manager
Direct Reports	Nil
Position Holder	**Vacant**

KEY OBJECTIVE(S)

The Risk and Compliance Manager plays a critical role in ensuring a whole-school approach to risk, policy, and regulatory compliance across operations.

The primary purpose of this role is to establish, maintain, and monitor the School's Risk Management Framework, uphold statutory and regulatory registration requirements, and support executive leadership in embedding a strong culture of compliance and child safety where student learning remains at the centre.

Child Safe Statement

Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.

All CCGS staff participate in annual training in child protection. All statutory checks and references are required prior to confirmation of employment.

CONFIDENTIALITY

This position will come across confidential information. Therefore, a confidentiality agreement is required.

COMMUNICATION

Internal	Headmaster, Executive Leadership Team, Business Manager, Academic Heads of Department, teaching and operational staff, WHS Committee, students, and parents
External	Regulatory and registration authorities (e.g., NESA), third-party service providers, vendors, legal advisors, visitors, and members of the public

KEY ACCOUNTABILITIES

Risk Management Framework

- Design, implement, and review the whole-school Risk Management Policy and Framework.
- Maintain and continuously update the centralised School Risk Register, collaborating with executive leaders to identify emerging operational and strategic risks.
- Assist staff with completing tailored risk assessments for high-risk activities, outdoor education, sports, excursions, and national/international tours.

Regulatory Compliance & Assurance

- Manage non-government school registration processes and monitor ongoing compliance with state and federal statutory obligations.
- Oversee the School's compliance with applicable privacy legislation, including the Privacy Act 1988 (Cth), Australian Privacy Principles (APPs) and Notifiable Data Breaches (NDB) scheme.
- Oversee the administration and updates of compliance software platforms and maintain the master compliance calendar.
- Conduct internal compliance reviews and assurance checks across educational and business operations.

Policy & Procedure Management

- Oversee the drafting, continuous review, and maintenance of all School policies and operational procedures.
- Maintain the central policy repository and ensure updated documentation is accessible to all staff.
- Deliver training and guidance to staff on regulatory standards, policy updates, and compliance requirements.

Governance & Board Reporting

- Prepare comprehensive risk, compliance, and audit briefs for the Headmaster and Business Manager.
- Provide expert advice and administrative support on internal controls and corporate governance practices.
- Track actions from external audit management letters, internal reviews and regulator findings until they're closed.
- Maintain the registers of delegations, conflicts of interest and gifts and benefits.
- Support the School's whistleblower policy and process

Contractors

- Support risk due diligence on new vendors, contracts and major projects, and maintain the contract register.

Privacy Data

Monitor the Privacy Act reforms, including the coming Children's Online Privacy Code.

Records & Complaints

- Oversee records retention and disposal compliance, including the retention periods for child-safety records.
- Maintain registers and analyse trends for executive reporting.

Work Health and Safety (Role specific)

- Triage, assign, and monitor safety incident and hazard logs within the school's compliance management system.
- Serve as an active member (or representative) on the Workplace Health and Safety (WHS) Committee and prepare regular WHS performance and incident reports for the Business Manager and Executive Leadership Team.
- Collate, track, and analyse accident and incident statistics across campus operations to identify recurring safety trends and strengthen preventative risk controls.
- In consultation with the Property/Facilities Manager and Business Manager, oversee the continuous schedule of workplace WHS risk assessments, safety audits, and site inspections.
- Lead the development, review, and updating of whole-school WHS policies and procedures, and oversee WHS inductions for new staff and contractors.

Perform other ad-hoc tasks and projects as reasonably required.

WORK HEALTH AND SAFETY

All staff are expected to contribute to a safe and healthy working environment by:

- Following all relevant rules, instructions, and safe work procedures at all times.
- Using equipment and substances only in accordance with manufacturer instructions and training provided.
- Wearing and using personal protective equipment (PPE) and clothing correctly, as supplied by the School.
- Reporting any identified hazards, risks, or safety issues promptly to the Property & Facilities Manager or Business Manager.
- Actively participating in the School's WHS consultation process, including engaging with the Property & Facilities Manager, Facilities Coordinator, Business Manager, and WHS Committee members on safety matters.
- Adhering to all School policies and procedures to ensure a safe workplace for self and others.
- Ensuring the integrity of all plant, equipment, and safety devices by not altering, removing, or interfering with safety guards, emergency equipment, or first aid supplies.

SPECIAL CONDITIONS

- The role may involve physical activities such as lifting, moving equipment or materials, traveling between locations, prolonged talking, visual inspection tasks, and periods of standing or sitting.
- Work environments may vary and include exposure to different environmental conditions such as changes in climate or temperature, varied lighting levels, noise, potential hazards, ventilation differences, and a mix of indoor/outdoor settings, as well as working in both separate offices and open-plan areas.
- The role may require availability outside of standard working hours to support event scheduling, emergency response, or other operational needs.

PERSON SPECIFICATION

EDUCATION/PROFESSIONAL MEMBERSHIPS

- Tertiary qualification in Risk Management, Business Administration, Law, Education, or a related discipline.
- Current Working with Children Check (or willingness to obtain).
- Current First Aid Certificate (or willingness to obtain).

EXPERIENCE

- Demonstrated experience managing risk registers, policy frameworks, and regulatory compliance in an educational setting or complex regulated sector.
- Practical knowledge of Australian Risk Management Standards (AS/NZS ISO 31000) and WHS legislation.
- Proven track record in preparing executive-level reports, briefs, and governance documentation.

SKILLS

- Competent in operating machinery and equipment relevant to the role tasks.
- Proficient in Microsoft Office applications, especially Excel and Word.
- Problem-solving skills, with the capability to identify issues, options, and implement effective solutions.
- Excellent oral and written communication skills, with the ability to engage positively and professionally with individuals at all levels across the School community.
- Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines effectively.
- Demonstrated ability to use initiative, exercise sound judgment, and adapt to a variety of situations in a responsive and timely manner.
- Proven ability to work collaboratively as part of a team, fostering a supportive and cooperative working environment.
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner

Signed:

_____ _____

Position Holder Date

_____ _____

Supervisor Date

Please return signed document to Human Resources.