



# Compliance Officer

Department	Corporate Services
Position Reports to	Director of Risk and Compliance
FTE	0.8 to 1.0 (Fixed Term - 12 months)
Classification	Level B-6 Southern Cross Grammar EBA 2023
Direct Reports	Nil

## Corporate Services Overview

The Corporate Services Department provides centralised operational and strategic support to the School. The team works collaboratively across People and Culture, Finance, Risk and Compliance, Marketing, Facilities and IT to support the School's strategic objectives and ensure effective day-to-day operations.

## Purpose of the Role

The Compliance Officer is an operational, hands-on role that supports the Director of Risk and Compliance in delivering the School's risk, compliance, and governance functions.

The role focuses on the administration, coordination, monitoring, and implementation of compliance and risk management activities across the School. It supports regulatory readiness, policy governance, audit preparation, and compliance training, contributing to a strong culture of accountability, child safety, and continuous improvement.

## Key Aspects of the Role

### Compliance and Policy Governance

- Promote a culture of compliance, risk awareness and accountability across the School
- Monitor regulatory changes and coordinate updates to policies, procedures, and practices
- Maintain an accurate and up-to-date register of all School policies, including review cycles
- Coordinate the review and updating of policies and procedures to ensure compliance with the VRQA minimum standards
- Ensure policies and procedures are accurately documented, accessible, and clearly communicated
- Release approved policies and procedures following ratification by Executive Leadership and the Board
- Maintain records management policies and procedures in accordance with the Public Records Act 1973 (Vic) and PROV standards
- Maintain compliance registers, including (but not limited to) Working with Children Checks, Child safety, training completion, incidents and hazards, privacy and OHS

### Risk Management and Operational Compliance

- Assist with the administration, maintenance, and reporting of the School's risk register
- Support staff with risk assessments for excursions, camps, and school activities
- Ensure Student Activity Locator (SAL) entries are completed for excursions and offsite activities
- Review and approve risk assessments for low-risk excursions in line with the School's policy
- Support the risk assessment of high-risk activities in conjunction with the Director of Risk and Compliance
- Coordinate emergency management drills in collaboration with internal stakeholders and external providers
- Support audit preparation and evidence collation for internal and external compliance reviews
- Assist with VRQA registration documentation and evidence maintenance



## Workplace Health and Safety (OHS)

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- Support the OHS Committee in meeting legislative and best-practice requirements
- Assist with the implementation, monitoring, and continuous improvement of OHS and psychosocial safety systems
- Maintain incident, hazard, injury, and corrective action registers
- Support inspections, audits, and workplace risk management activities
- Assist with the maintenance and review of the OHS Risk Register
- Maintain systems for filing and storage of WorkSafe and Return to Work documentation
- Maintain OH&S Training Register
- Ensure the currency of New Staff Induction OHS material

## Privacy

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- Maintain and monitor privacy policies, procedures, and guidance materials
- Maintain the Privacy Breach Register and escalate issues to the Director of Risk and Compliance
- Support privacy training and awareness initiatives across the School
- Assist with privacy complaint documentation and record-keeping

## Board, Committees and Governance Support

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- Provide administrative and compliance support for risk and compliance reporting to the Board and Board Committees
- Provide administrative support to the Child Safety Committee, including agendas, documentation, and action tracking
- Support OHS Committee operations, including agendas, minutes, documentation management, and follow-up actions

## Contractor and Facilities Compliance

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In consultation with the Director of Risk and Compliance and Head of Facilities:

- Maintain Passtab (visitor management software), including obtaining current contractor documentation
- Assist in ensuring contractors meet compliance obligations including licenses, insurances and induction requirements
- Support statutory compliance related to facilities, plant and equipment

### Other Duties

- Assist with audit and regulatory reviews as required
- Undertake other reasonable duties as directed by the Director of Risk and Compliance or Executive

## Key Relationships

- Director of Risk and Compliance
- Executive Leadership Team
- Corporate Services Team
- Teaching and Support Staff
- External Providers and Regulatory Agencies

## Health and Safety

All Staff are required to:

- Take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- Demonstrate awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- Participate in Work Health and Safety related training
- Promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee
- Have knowledge of completing task-specific documentation including Job Safety Analysis, Safety Data Sheets, Safe Work Method Statements and High-Risk Permits
- Ensure that all maintenance tasks are undertaken safely with a duty of care, not placing students and staff at risk of injury



## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe.

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- Undertake training to maintain compliance with all child safety legislation, standards and regulations

## Key Capabilities

### Qualifications, Experience and Personal Attributes

- Relevant qualifications at Certificate, Diploma or higher level, and/or at least three years' experience in a similar role
- Highly developed organisational, administrative, and record-keeping skills
- Strong written and verbal communication skills
- Demonstrated integrity, discretion, and professionalism
- Ability to work independently, manage competing priorities, and meet deadlines
- Strong digital literacy, including Microsoft Office and compliance or learning management systems
- Current Working with Children Check and National Police Check
- Current First Aid Level 2, CPR, Asthma, and Anaphylaxis certification, or willingness to obtain

### Desirable

- Knowledge of VRQA Minimum Standards for Victorian School Registration
- Knowledge of Victorian child safety legislation, Child Safe Standards, and Occupational Health and Safety obligations relevant to school environments
- Experience working in schools or similar environments
- Experience using compliance or learning management systems (e.g. PolicyConnect, CompliLearn)

## Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer
- Current Working with Children Check and National Police Check
- Salary packaging benefits, professional learning opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Employment and leave provisions as outlined in the Southern Cross Grammar Enterprise Agreement 2023
- Evidence of current Level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake prior to or on commencement of employment