



ST JOHN'S Anglican College

POSITION DESCRIPTION

Compliance Officer

Overview of St John's

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years Program. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's mission, vision and values.

Mission

St John's inspires lifelong learning by living faith with the courage to lead self and serve others.

"where learning comes alive"

Vision

Every learner is empowered to excel and equipped to embrace the challenge of any future.

"developing people of good character"

Values

Faith – We are guided by faith in God, our community and our self.

Hope – We believe in the power of mindset and attitude. We foster a positive, safe, optimistic and empowering environment.

Love – We flourish by demonstrating cooperation, encouragement, compassion and joy.

Courage – We grow by being brave, confident, determined, resilient and putting in the effort.

Community – We are service-led and do so with respect by nurturing and celebrating relationships and traditions.

Justice – We stand for inclusivity, equity, acceptance of diversity and are stewards of the environment.

Student Protection

The following Statement of Commitment seeks to provide a foundation to reflect, encourage and support a child safe culture.

The Statement is to be implemented by all persons within an Anglican School or Education and Care Service.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and

processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

POSITION DETAILS			
Department:	Human Resources and Compliance	Location:	Secondary Campus
Position reports to:	Manager Human Resources and Compliance		
Positions reporting to this role:	Nil		
Status:	Permanent Full-Time		
Salary Level:	Level 8 - Support Staff Classification Structure		
Academic Qualifications required:	Tertiary education in relevant field.		
Required experience:	Previous experience in Compliance functions, preferably in an independent school environment is highly desirable. High level ICT competency and strong administration skills including experience with Microsoft Office products.		

Purpose of the position

The Compliance Officer is the main point of contact for enquiries and works with the Manager Human Resources and Compliance to provide a quality Human Resources Management and Compliance service to the College. This includes the provision of appropriate compliance initiatives and activities associated with recruitment, development and retention of the best possible staff while reducing corporate risk through compliance with human resources, industrial relations, student protection, work health and safety and policy and procedure requirements. The incumbent will be responsible for the regular review of the College's policies and procedures in consultation with the Manager Human Resources and Compliance and some Human Resources administration. Standards are to be maintained at the highest level, supporting the vision, values and objectives of the College. All responsibilities will be undertaken in a way that promotes ethical behaviour and quality service in a caring environment that values people.

Duty of Care

The Compliance Officer will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Compliance Officer is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.	
Student Protection:	The Compliance Officer will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Compliance Officer demonstrates a commitment to the College aims and philosophy in holistic education and supports the College’s worship and value-based approaches. The Compliance Officer will embrace change and support College development, with a particular focus on building positive and productive relationships with all stakeholders.
Accountability:	<p>The Compliance Officer is accountable for:</p> <ul style="list-style-type: none"> Efficiency of procedures and information processes used in supporting the Human Resources Management and Compliance function. Accurate and effective administration of human resources and compliance activities, records and systems. Quality and timeliness of responses to communication and correspondence.
Authority:	The Compliance Officer has authority to access and administer confidential files to carry out the responsibilities of the role.
Collaboration within the Learning Community:	The Compliance Officer contributes to the creation and maintenance of a collaborative and supportive learning community; upholding the values and standards of the learning community.
Service Delivery:	The Compliance Officer will assist with the development, implementation and management of processes to evaluate the effectiveness of the College’s Human Resource Management and Compliance practices. In doing so, the Compliance Officer will assist with practices that ensure the College meets all statutory compliance obligations relating to the function, including record keeping and reporting.
Responsibility:	<ul style="list-style-type: none"> Provides general Compliance advice and information relating to onboarding, professional development, compliance, policy management, student protection, volunteer management and Work Health and Safety. Develops and maintains processes and procedures to ensure that the College’s obligations are achieved in consultation with the Manager Human Resources and Compliance. Maintains records with accuracy and confidentiality. In collaboration with the Manager Human Resources and Compliance, develops and maintains systems that meet the requirements of the College and provide a robust, legislatively compliant and adaptable framework to manage Human Resources and Compliance across its operations. Produces reports that use the right logic, analysis, measures and processes to inform decisions and measure success in relation to Human Resources and Compliance. Actively advise and support the International College in developing and improving homestay/study tour communication and management regarding compliance and electronic systems. Interfacing with the Payroll and Accounts Payable Officer ensuring the smooth management of relevant employee activities in accordance with the College’s Policies and Procedures.

Confidentiality:	The Compliance Officer upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The Compliance Officer complies with all policies and procedures of the College.
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All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

Knowledge, Skills and Competencies

- A demonstrated understanding of compliance obligations within a Queensland school environment
- Demonstrated knowledge of Child Protection and Vetting policies and procedures
- Knowledge of Risk Management principles and activities
- Ability to audit relevant material
- An understanding of Work Health and Safety and Human Resources legislation and associated frameworks.
- High level verbal and written communication skills
- Excellent organisational skills with the ability to prioritise, manage competing demands and meet tight deadlines
- Highly developed administration skills with exceptional attention to detail
- Proven ability to handle and maintain workplace confidentiality
- Ability to exercise initiative and judgement
- Ability to develop effective working relationships across both internal and external networks
- Ability to prioritise competing work demands, to work under pressure and meet deadlines
- Actively seeks opportunities to establish appropriate professional networks and access information to keep abreast of changes to the human resources and compliance environment

Experience

- Demonstrated experience within a Compliance environment
- Experience in risk management and compliance functions
- Significant experience with computer technology and computer programs

Personal Qualities

- Growth mindset
- Positive approach to problem solving
- Strong interpersonal and communication skills
- Maturity of judgement and discretion
- Reliable, responsible and committed to providing all-round excellent service and support
- Integrity, diplomacy and sensitivity in communicating with a wide range of stakeholders
- Adaptable to change

St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.