

Risk and Compliance Manager

Huntingtower has a long tradition of educational excellence and is committed to providing a safe, supportive and forward-thinking environment for our community. We are seeking a highly motivated and experienced **Risk and Compliance Manager** to join our team and play a pivotal role in strengthening the School's governance, safety and compliance culture.

This is a **full-time, ongoing position** reporting directly to the Director of Business Operations and working closely with the Principal, School Executive and Senior Leadership Team.

Key responsibilities

- Provide strategic oversight and hands-on management of the School's Risk Management, OHS and Compliance Frameworks
- Maintain and monitor the whole-school Risk Register and support staff in risk assessments for excursions, camps and other activities
- Lead and support the development and review of policies, ensuring compliance with legal, regulatory and VRQA requirements
- Chair the Occupational Health and Safety (OHS) Committee, embedding a strong culture of safety across the School
- Oversee the School's Emergency Management Plans, including staff training and emergency drills
- Support the Head of Wellbeing to ensure compliance with Child Safety Standards, including training staff and embedding child safety into risk assessments
- Provide advice and reports to the Executive and Board and liaise with contractors, regulators and external networks as required

What we look for

- Tertiary qualifications in risk, governance, business, or related fields (postgraduate qualifications highly regarded)
- Strong knowledge of Australian Standards, OHS legislation and Child Safety requirements
- Proven experience in developing and auditing risk and compliance systems
- Excellent problem-solving, organisational and communication skills, with the ability to engage stakeholders at all levels
- High levels of discretion, integrity and professionalism in handling sensitive information
- A commitment to ongoing professional development and a proactive, solutions-focused mindset

Why Join Huntingtower?

- Be part of a supportive and professional team in an environment underpinned by Christian values
- Contribute directly to the safety, wellbeing and resilience of the School community
- Opportunities for professional learning and growth in risk, compliance and leadership

Applicants must hold a current Working with Children Check, Criminal Record Check and Level 2 First Aid & CPR qualifications.

This position is available for an immediate start.

A position description is available below.

If you are a dedicated, professional and collaborative person who would like to contribute to a caring Christian environment, please submit your application by **Friday, 19 September 2025** together with the names, addresses and telephone numbers of three referees to employment@huntingtower.vic.edu.au.

We will shortlist and interview high quality applications as they are received and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

Position Description

Risk and Compliance Manager

Nature of Role

The Risk and Compliance Manager plays a critical role in supporting the School Executive and all staff by providing timely, high-quality advice on School policy, procedures, risk management and compliance obligations. This position combines high-level strategic oversight with hands-on operational follow-through to ensure the School's risk and compliance frameworks are effective and embedded across the School.

Reporting to the Director of Business Operations, this position works closely with the Executive and Senior Leadership Teams, the Head of Logistics on excursions and camps, the Property Manager on facilities compliance and contractor safety and the Director of People and Culture on OHS and staff-related policies and procedures.

The Risk and Compliance Manager is expected to exercise sound judgement, discretion and confidentiality in formulating policies and procedures and in developing risk-related documentation for the School Executive and the Board. Strong communication skills and the ability to foster productive working relationships across all levels of the School are essential. A key component of the role is to actively promote and embed a culture of risk awareness, safety and compliance throughout the School community while also contributing to governance through participation in key committees, including the Risk Committee (School Board), the Emergency Planning Committee, Child Safety Committee, consulting with the Student Wellbeing Team and chairing the OHS Committee.

Main Responsibilities and Duties

The Risk and Compliance Manager is responsible for the following:

Risk Identification and Management

- Designing, management and periodic review of the School's Risk Management Framework, OHS Framework, Emergency Management Plan and internal Risk Control Framework
- Maintaining the whole-school Risk Register within the School's Risk Framework
- Assessing, monitoring and reporting all risks associated with the operations of the School
- Developing and implementing control systems and procedures to manage risk
- Being responsible for forward-looking risk analysis including emerging trends, sector benchmarking, etc
- Taking responsibility for identifying gaps, proposing solutions and ensuring follow-through with minimal supervision
- Assessing, monitoring and reporting on the effectiveness of controls instituted to manage risk
- Convening the meetings of the Board Risk Sub-Committee, provide updates and reports and minute outcomes
- Working with staff to complete their Risk Assessments and Individual Risk Management plans on Consent2Go software for key risk activities such as excursions, camps, overseas trips and review as required
- Review and approve risks for all internal and external School activities
- Reviewing and advising on operational risks around the School as necessary and in conjunction with other staff members and external consultants

- Provide the Principal and Director of Business Operations with support upon request with key strategic projects, including business continuity and disaster recovery planning, master planning, internal reviews and special project management
- Becoming a member of and actively participating in the Independent School's Risk Management Network

Compliance and Policy

- Keeping up to date on legal and/or regulatory changes that may impact the School and make recommendations where existing policies and procedures may require review
- The Compliance Officer will support this position with the preparation and ongoing review of School policies and guidelines including the After School policies
- Supporting relevant staff/policy owners in developing and implementing school policies
- Advising the Executive Team of changes to regulations which affect integrity of School policies
- Overseeing the communication of new policies or changes to policies to staff via email and HT Connect
- Overseeing the School's response to school registration and related reviews/audits by the VRQA and other regulatory bodies and responding to audit findings
- Overseeing compliance requirements relating to the operation of After School Care programs and ensuring adherence to regulatory obligations
- Managing and maintaining contractor compliance using the School's software and ensure the software is used to its full extent when allowing contractors and visitors to the school
- Identifying and raising emerging compliance and legal issues with the Director of Business Operations

Occupational Health and Safety

- Promoting and embedding a culture of ongoing improvement in health, safety and learning within the School community
- Ensuring full compliance with health and safety legislation requirements at the School
- Chairing and managing the Staff OHS Committee, ensuring incident reporting, follow-up, and the implementation of approved improvements and corrective actions in line with policy
- Facilitating the implementation of safety and risk management procedures and risk control plans for the School including safety inspections and internal audits
- Ensuring the effective management of the School's Incident Reporting System, including timely investigation, reporting and the implementation of corrective and preventative actions
- Collating and analysing OHS incident and accident statistics and reporting to the Executive team
- Reporting to and liaising with Worksafe as and when required including co-ordination of site visits where relevant
- Inducting new teaching and support staff on Occupational Health and Safety matters
- Overseeing the implementation and review of the School's Emergency Management Plan to ensure emergency and evacuation procedures, practices and guidelines are regularly updated and embedded across the School
- Developing and organising training for staff as required, including annual emergency procedure updates, warden training and first aid training as well as ongoing awareness updates at staff meetings to reinforce policies, procedures and a culture of safety
- In conjunction with the Property Manager, developing and maintaining OH&S management systems for buildings, grounds and infrastructure to a best practice approach
- Work in collaboration with the Return-to-Work Coordinator as required and in relation to RTW programs for injured staff
- Acting as the School's student Worksafe Officer, ensure student injuries and accidents are appropriately reported, monitored and followed up from a risk management perspective including communication with Worksafe where required

Child Safety

- Supporting the Head of Wellbeing in embedding and enhancing the School's Child Safety Framework to ensure ongoing compliance with the Child Safe Standards and associated laws
- In collaboration with a range of stakeholders, oversee the review and updating of School policies and guidelines in regard to Child Protection legislation
- Maintaining good working knowledge of State based Child Protection standards
- Work with the Head of Wellbeing to ensure that the school is fully compliant with all VRQA child safety requirements
- Ensuring staff are educated and equipped to implement Child Safety requirements in risk assessments for camps, trips, excursions, incursions and other co-curricular activities

General

- Looking for opportunities to continuously improve operational systems within the School, particularly in the areas of risk and compliance
- Managing the annual budget for risk, compliance and policy programs
- Overseeing and managing Huntingtower's Transport Accreditation
- Assisting with solving day to day operational risk related problems in accordance with operational directions, guidelines and procedures
- Facilitating risk and compliance discussions and attend meetings with staff and others as required
- Attending external information sessions on legislative or other updates relevant to risk and compliance matters as required
- Leveraging external professional networks to share knowledge and enhance practice
- Other related duties as required by the Principal, Director of Business Operations or their delegate

Service Excellence and Customer Relationship Management

- High level communication skills (both written and verbal), including training facilitation skills
- Demonstrate a professional, helpful and friendly attitude
- Production of required reports and documents to meet set timelines
- Efficient and effective follow up of matters brought to attention
- Professional and confidential approach to work and in dealings with staff and educational bodies
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

Position Requirements

- Tertiary qualifications in business, risk, governance, education leadership or equivalent are desirable. Post Graduate qualifications in these areas will be highly regarded
- Demonstrable understanding of the requirements of a contemporary school business operation
- Practical knowledge of Australian Standards pertaining to risk management and WHS management systems
- Sound knowledge of OHS Legislation requirements
- Demonstrated experience in developing and/or implementing and auditing a WHSMS
- Knowledge of Child Safety standards, policies and procedures
- Demonstrated experience in developing and interpreting legislation/regulations, policies, procedures and guidelines
- Sound problem solving skills and demonstrated attention to detail

- Demonstrated ability to lead initiatives and present effectively to a variety of audiences
- Effective planning and development skills, including the ability to prioritise workload and manage competing demands
- Excellent organisational and self-motivational skills
- A positive mindset, high emotional intelligence and the ability to think analytically and problem-solve
- A positive history of working with children and experience in child-related work
- Attend staff meetings and staff professional development days as directed
- 5.4 weeks leave (preferably taken in non-term weeks) with an annual school shutdown at Christmas
- A current employment Working with Children Check (E), Criminal Record Check is a requirement of employment
- Level 2 First Aid & CPR qualifications
- A commitment to ongoing professional development

Key Success Factors

Risk Management

- Strong processes ensure risks are consistently identified, assessed, and reviewed, providing confidence in decision-making
- High-priority risks are actively managed, with clear strategies in place and regular monitoring to support resilience
- Risk insights and reports add value to Executive and Board discussions, delivered in a timely and actionable way
- Audit outcomes consistently reflect robust and effective risk management practices

Compliance & Policy

- Policies are maintained as living documents—regularly reviewed, current, and relevant
- External reviews demonstrate strong compliance and effective practices, affirming confidence in operations
- Staff are engaged with new and updated policies, with high levels of acknowledgement and understanding
- Contractors and partners meet compliance expectations, ensuring alignment with organisational standards
- Compliance issues are followed through proactively, with timely resolution
- Confidentiality and integrity in compliance and policy work are upheld at all times

Occupational Health & Safety (OHS)

- Incidents are managed promptly and transparently, with investigations supporting continuous safety improvements
- Staff actively participate in OHS and emergency training, reinforcing a safe and prepared culture
- OHS Committee meetings drive meaningful actions, with improvements implemented and monitored
- Clear, accurate OHS reporting supports Executive oversight and proactive decision-making

Child Safety

- Practices and culture fully align with Child Safe Standards and VRQA requirements
- Staff are regularly trained and up to date in child safety practices, creating a consistently safe environment
- Risk assessments for excursions and camps embed child safety considerations as an integral element

Emergency Management

- Emergency plans are kept current and relevant, supporting readiness across the school
- Regular drills build preparedness, with strong staff participation and effective procedures in place
- Learnings from drills and incidents are quickly acted on, embedding continuous improvement
- Training for emergency roles is comprehensive and well-documented, ensuring confidence in response capacity

Service Excellence

- Staff queries are addressed in a timely, supportive, and professional manner
- Opportunities to enhance risk, compliance, and OHS systems are identified and acted upon, driving continuous improvement
- Professionalism, discretion, and integrity underpin all interactions with staff, students, contractors, and regulators
- Ongoing professional learning ensures expertise remains current and responsive to emerging needs

Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- Some duties will need to be performed at times other than during the school day. These duties have been acknowledged in your time fraction and salary
- The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations and Principal

Key Relationships

Reporting to:

- Director of Business Operations (Direct report)
- Principal

Liaises with

- School Executive
- Compliance Officer
- Head of Logistics
- Year Level Coordinators
- Property Manager
- Director of People & Culture
- School Nurses
- HSAC Operations co-ordinator
- HSAC Swim Centre Manager
- Duke of Ed Coordinator
- Staff
- Students
- HT Community
- Service Providers
- Regulatory bodies

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment
- Be familiar with emergency procedures and be ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQA+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*

Acknowledgement

Position Descriptions may be modified from time to time in accordance with School Policy, relevant Awards or Legislative amendments.

Awards may be modified or replaced in accordance with the Fair Work Act 2009.

Employee Signature	
Employee Name	
Date	