



## Application Process

### Risk and Compliance Officer

#### Permanent Part-Time (FTE 0.8 School terms only)

The Principal, Mark Bonnici, invites applications for the position of Risk and Compliance Officer. This newly created position provides a superb opportunity for a self-motivated, professional and dedicated Risk and Compliance Officer. Reporting directly to the Business Manager, you will be responsible for the alignment of corporate governance, risk and compliance accountability frameworks consistent with the vision of Edmund Rice Education Australia (EREA), the College's Strategic Plan and with Catholic teachings, principles and values. This position will provide specialised risk management and compliance advice to the Executive Leadership Team, by establishing processes and procedures that ensures the College meets its regulatory, legal and operational compliance and risk obligations.

Applicants must be innovative and have demonstrable ICT skills, be supportive of the Catholic ethos of the community and be willing to participate in the co-curricular life of the College. This is a permanent part-time position commencing in January 2020. Applicants will be subject to Employment Screening as required by the Child Protection Act.

#### Applicants are asked to provide:

- 1) A completed application form (*available on College website*)
- 2) A letter outlining reasons for your interest in the position (*one page*)
- 3) A Curriculum Vitae including two referees including current employer
- 4) A statement addressing the essential requirements below (*Please limit your response to no more than five pages*)

#### Essential Requirements:

- Tertiary qualifications gained within a relevant field;
- Experience in a risk, compliance or assurance role;
- Knowledge of industry and professional standards, frameworks and tools to support risk management and compliance;
- Knowledge of, or ability to rapidly acquire, risk management and compliance in the independent educational Catholic School context;
- Ability to develop, implement and maintain compliance and risk management processes and systems;
- Ability to interpret legislation and translate key information to stakeholders in the College community;
- Exceptional communication, influencing and negotiation and stakeholder engagement skills for effective collaboration;
- Demonstrated knowledge of codes of practice, principles and standards of compliance and risk management as appropriate to a school context;
- Demonstrated integrity and professional ethics.

#### Desirable Requirements

- Postgraduate qualifications in Risk Management or related field.
- Experience in the management and monitoring of risk and compliance in a Catholic or Independent school or similar educational institution.

Applications are to be directed via email to the Principal at [principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au) by 3pm Monday 11<sup>th</sup> November 2019.

The Principal - St Edward's College, Gosford  
[www.stedwards.nsw.edu.au](http://www.stedwards.nsw.edu.au)

