



ST JOHN'S
GRAMMAR

Risk and Compliance Manager

Position Description

Employment Type:	Permanent Full-time
Classification:	Package (non-EA)
Area of Responsibility:	Risk and Compliance
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Business Director

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

The Risk and Compliance Manager is responsible for managing the day-to-day operational risk management and policy development. Working with the leadership team to ensure that the school meets its compliance and assurance obligations.

Key responsibilities include:

- Provide risk management and governance expertise
- Implementation and monitoring of the Risk Management Framework
- Technical lead for the Schools Policy and Assurance management system
- Support business leaders through risk assessments and reviews
- Preparation of reports and audit documentation
- Deliver governance and risk projects as required
- Promote best practice

Working Relationships

In the first instance, the Risk and Compliance Manager will directly report to the Business Director.

Learning to Soar

Position Responsibilities

The Risk and Compliance Manager has key areas of responsibility which include:

Risk Management

- Manage the implementation of the School's Risk Management Framework ensuring that risks are identified, understood and effective management strategies can be implemented in consultation with key stakeholders.
- Support the Board, Principal and Business Director to identify, track and mitigate Strategic Risk including enhancement of the existing risk framework, risk identification, reporting and identifying appropriate mitigation controls.
- Work closely with the School Executive to build Operational Risk Registers which are continually reviewed and maintained to keep pace with the constantly changing environment.
- Develop the School's Critical Incident Management Plan in conjunction with Principal and Business Director
- Champion a culture of risk management throughout the school which enables future mitigation of risk in all activities.
- Ensure that School Executive and staff are appropriately trained in risk management practices and processes through accurate and up to date policies, procedures and templates ensuring greater risk management awareness and compliance.

Compliance and Policy

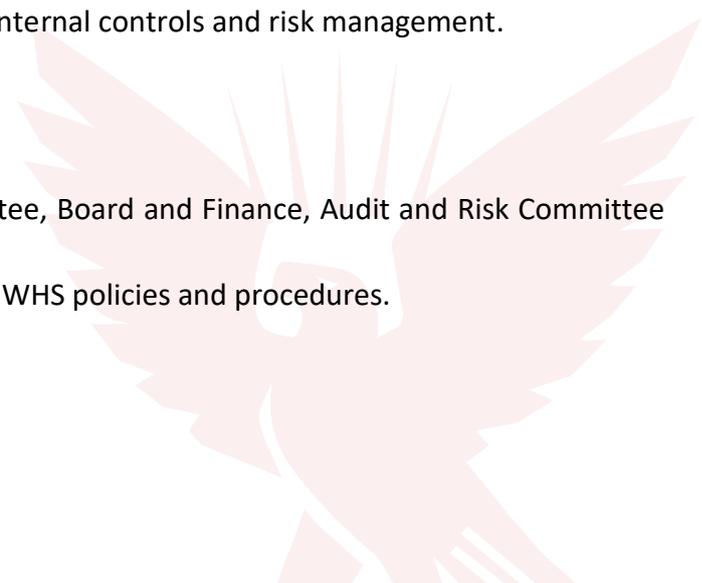
- Manage the schools Policy and Assurance platform in SharePoint to ensure that policies remains up to date with legislative changes and that Assurance tasks are performed in a timely manner.
- Work closely with the relevant Executive to review and revise Policy, considering legislative changes and best practice.
- Ensure that Assurance tasks are scheduled to support compliance with policy, legislation, regulations and accreditation requirements.

Governance

- Develop, implement and maintain robust governance frameworks to identify, assess, mitigate and monitor operational and strategic risk and ensure regulatory compliance.
- Implement and maintain assurance and compliance review programs and procedures to achieve and maintain high levels of controls.
- Prepare regular and ad hoc reports on compliance, audits and projects for Board, Committee and Executive.
- Provide expert advice and consultation on internal controls and risk management.

Workplace Health and Safety (WHS)

- Membership of the WHS Committee.
- Prepare WHS reports for the WHS Committee, Board and Finance, Audit and Risk Committee as required.
- Play a key role in developing and managing WHS policies and procedures.



- Maintain a program of WHS audits and reviews to ensure the school meets the highest standard of WHS compliance.
- Investigate and respond to safety incident and hazard reports, strengthening policy and procedures as necessary.
- Other duties as required

Candidate Profile

Qualifications

Essential

- A tertiary qualification in a relevant discipline or extensive experience in a similar role.
- Membership of a relevant risk management professional body (e.g. Governance Institute of Australia).

Experience

Essential

- Current First Aid Certificate, WWCC and Responding to the Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the school will provide the resources to complete them.
- Knowledge of and/or experience in Corporate Governance and Risk Management practices in a school or other highly regulated industry such as aged care or disability services.

Desirable

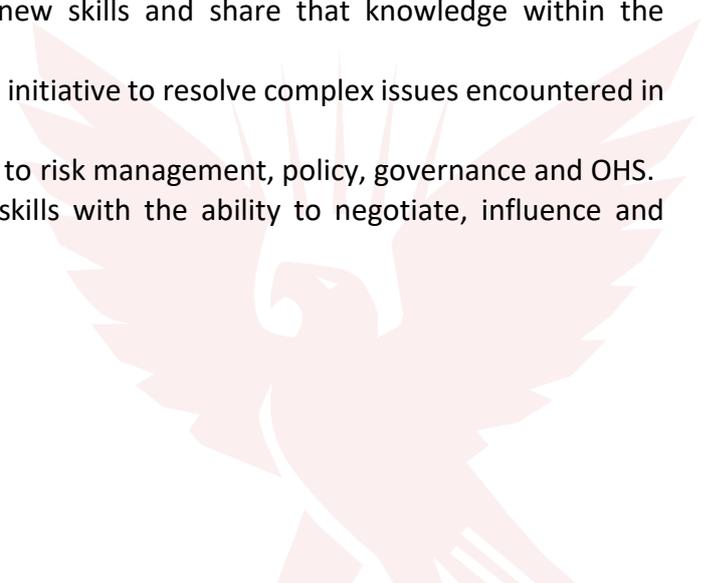
- Some experience or awareness of the independent school sector will be highly desirable but not essential
- SharePoint knowledge and experience

Skills and Abilities

Essential

- Demonstrated experience in the development and delivery of risk and governance-based policies and procedures and providing related consultancy services across a complex and diverse organisation.
- Experience in liaising across all levels of an organisation, including demonstrated ability to build relationships with a diverse client base and liaise effectively with internal and external stakeholders.
- Demonstrated ability to work under broad direction to set and meet deadlines while giving close attention to detail, manage conflicting priorities and organise tasks to meet set objectives while producing a high standard of work.
- A capacity to continually learn and develop new skills and share that knowledge within the organisation and relevant to the position.
- Demonstrated ability to exercise judgement and initiative to resolve complex issues encountered in administrative and governance practice.
- Interpret and provide advice on matters related to risk management, policy, governance and OHS.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals

Desirable



Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work-related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Ben Manifold

PRINCIPAL

St John's Grammar School

March 2026

