



Position Description

Position:	Policy & Compliance Officer
Position Status:	Full-time (1.0 FTE), fixed-term
Classification:	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Policy, Risk & Compliance Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The People and Culture Department is responsible for the development and implementation of effective people strategies aimed at attracting and maintaining a highly engaged, safe and skilled workforce.

The team consists of Human Resources, Talent & Recruitment, People and Culture, Policy, Risk & Compliance, and Occupational Health & Safety professionals, who work collaboratively to meet the College's goals, as set out in the strategic plan, and support the day-to-day operations of the College.

Position Overview

The Policy & Compliance Officer will utilise their administrative, technical, and practical skills to support policy and staff compliance training across the College. The workload will be primarily focused on the Policy & Compliance portfolio, however this may change from time to time depending on the time of year, scheduled projects, and new or changed College requirements.

The role will have primary responsibility for administering, monitoring and reporting on staff online compliance training, editing and maintaining the College's policy content, and providing administrative support to the Policy Review Steering Committee.

The Policy & Compliance Officer will be an active contributor to a strong governance culture at PLC.

Key Responsibilities:

Examples of duties include but are not limited to:

Compliance Training & Administration:

- maintain user groups within the College's Staff Learning System (CompliLearn) in line with staff changes (including new staff and terminations)
- assign courses to appropriate users within the Staff Learning System in line with the training calendar and recruitment activity, monitor and report on completion rates utilising reporting templates, and follow-up as required
- liaise with internal stakeholders and external parties to organise other modes of training (e.g. briefings, specialised training courses) in line with the training calendar
- format content within the Staff Learning System (e.g. creation of courses which may embed PowerPoint and competency quizzes)
- act as a key point of contact for staff queries relating to the Staff Learning System and any courses issued
- generate compliance reporting using prescribed templates
- liaise and coordinate with external parties during the completion of audits and reviews undertaken at PLC

Policy Maintenance:

- load and maintain all current College policies on the online policy portals, in line with the College's policy taxonomy
- prepare materials (agendas and minutes) for policy review meetings in line with the review calendar
- attend policy review meetings and work with the Risk, Policy & Compliance Manager to process amendments to policies



- assist in communicating policies to all members of the College community
- prepare draft College policies with the assistance of the Policy, Risk & Compliance Manager and key College stakeholders

Other Duties

- as directed by the Policy, Risk & Compliance Manager
- undertake research, as directed, on legislative and regulatory updates
- assist with compliance and or training activities undertaken at PLC Staff Days (including generating and posting QR Codes)
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Policy Risk & Compliance Manager
- OHS Manager
- Director of People & Culture
- Business Manager
- College Executive Team members
- Director of Staff Development
- Teachers
- Administration Support Teams
- Whole School Community

Mandatory Qualifications / Registrations / Certifications:

- relevant qualification in HR, Business, Legal or Risk would be well regarded
- current Working with Children Check (Employee)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills & Experience:

- previous experience in a policy, risk, OHS or HR compliance role
- knowledge of Synergetic, CompliLearn, and Link Safe products, would be well regarded
- sound experience in Microsoft, MAC and Google software



Presbyterian Ladies' College

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Key Attributes:

- strength in administration, systems and processes
- excellent attention to detail and organisational skills
- excellent verbal and written communication skills across all levels of the College
- ability to work autonomously and as part of a team
- a calm and considerate manner
- a positive, proactive approach to work
- collaborative, enthusiastic, ethical and service-oriented work style
- happy and ready to assist and support peers as needed
- ability to confidently manage competing priorities and meet deadlines
- a continuous improvement mindset
- a commitment to ongoing professional learning and growth in skills
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Dr Emma Burgess

Principal

October 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive