



Position Title	Director, Risk, Compliance and Assurance
Department	Risk and Compliance
Reports to	Chief Operating Officer
Direct Reports	Risk and Safety Adviser
Purpose and Objectives	<p>The Director, Risk, Compliance and Assurance is responsible for providing expert advice and effective management of Risk (including Health and Safety), Policy, Data Governance, Internal Audit and Assurance at the College.</p> <p>Reporting to the Chief Operating Officer, the Director, Risk, Compliance and Assurance will manage and operationalise the College Enterprise Risk Management Framework, Compliance Framework, Work Health and Safety system, internal audit program, review and implement the College's Policy Framework to meet legislative obligations and lead the Data Governance program in line with the College strategic intent.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Provide specialist advice on complex regulatory compliance, policy, risk and assurance issues affecting the College and the education industry and administer the Colleges risk management and compliance reporting systems. • Partner with College functions to strengthen risk culture and embed effective governance practices. • Support governance and reporting activities within the portfolio. • Develop and maintain the College's compliance framework, including establishing roles and responsibilities to ensure compliance. • Contribute to the continuous improvement of risk management frameworks, ensuring alignment with industry standards. • Manage and implement the Policy Framework, coordinate the maintenance of the policy suite (including document development, review, consultation, and management with responsible officers and administration of the College's agreed policy platform). • Lead the Data Governance Program to implement strategies, policies and practices which ensure the proper management, protection and utilisation of the College's information assets; and work collaboratively with key stakeholders to ensure the implementation of a robust framework for data governance is achieved. • Lead the work health and safety function for all three (3) College sites, coordinating priorities and implementing strategies to promote a safety culture and fit-for-purpose governance. • Develop, implement and maintain health and safety strategies, systems, and policies across the College to facilitate compliance with WHS legislative obligations. • Act as the College Privacy Officer. • Exercise high level of judgement, discretion, and adherence to professional principles to ensure transparent, ethical and consistent decision-making and risk and assurance in a for-purpose environment. • Manage the assurance services provided by external partners to ensure effective and efficient service delivery. • Draft and/or review complex reports, briefing notes, submissions and prepare and deliver presentations and training to staff in accordance with College standards, and as delegated by the Chief Operating Officer.



	<ul style="list-style-type: none"> • Maintain current knowledge by participating in continuing professional development, maintaining professional networks and participation in professional organisations. • Adhere to all College policies and procedures to ensure compliance with College internal processes.
<p>Key Relationships</p>	<p>Internal: Head of College and Deputy Head of College, Senior and Corporate Leadership Team (including Head of Springfield), People and Culture, Information Technology Services, Property and Facilities</p> <p>External: External assurance and regulatory partners, and stakeholders</p>
<p>Committee Membership</p>	<ul style="list-style-type: none"> • Corporate Leadership Team • Risk Committee of Council (in attendance) • Data Governance Project Steering Committee • Health and Safety Consultation Committee • IT Governance Committee • Child Safety Committee
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>Experience and qualifications</p> <p>SC1: Bachelor's degree majoring in business, information management, policy or a related field; and/or post graduate qualifications, or other qualifications, skills or knowledge which are deemed equivalent, and a minimum of 5 years' experience in a leadership or project role.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated understanding and/or thought leadership in risk, assurance, policy development, privacy, or data governance, with proven ability to contribute to risk minimisation at the College.</p> <p>SC3: Demonstrated experience providing advice in a complex environment on risk, privacy, policy, and other legislative instruments relevant to the education industry and leading and delivering improvement projects.</p> <p>SC4: Highly developed written, oral communication and presentation skills and proven ability to engage, consult and influence stakeholders.</p> <p>SC5: Exceptional time management skills, ability to prioritise competing demands, meet strict deadlines and work effectively in a high-volume environment.</p> <p>SC6: Exemplify personal drive and integrity by promoting a principled approach to problem solving, aligned to the strategic and operational objectives, values, and Christian ethos of the College.</p>



Job Details	
Position Status	Permanent
Hours of Duty	Full time (76 hours per fortnight) Willingness to work a flexible spread of hours in accordance with operational demands (as negotiated with Chief Operating Officer).
Classification	School Officer, Level 7
Annual Salary	To be negotiated Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068 Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.



Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

March 2026