



## Position Description

<b>Position:</b>	<b>Compliance Associate</b>
<b>Position Status:</b>	Full-time (1.0 FTE), ongoing
<b>Department:</b>	People & Culture
<b>Classification:</b>	Level 7, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
<b>Reports to:</b>	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 to provide 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 Compliance Associate is a key role within People & Culture, responsible for supporting and strengthening the College's compliance, risk, and safety frameworks.

Operating with a high degree of autonomy, the role works across Risk, Policy & Compliance, and OH&S to ensure systems, processes, training, and reporting are effectively designed, coordinated, and continuously improved.

The role contributes to the uplift of organisational capability by translating regulatory and policy requirements into practical, embedded practices across the College.

## Key Responsibilities:

Examples of duties include but are not limited to:

### Risk & Compliance System Maintenance

- maintain and continuously improve risk registers, compliance frameworks and tracking systems (including Complilearn and LinkSafe)
- coordinate audit processes (internal and external), including preparation of documentation and evidence
- monitor compliance obligations and proactively contribute to identifying risks, gaps, and improvement opportunities
- support the preparation of governance reporting, including Executive and Board-level inputs

### Occupational Health & Safety (OH&S)

*(in partnership with the OH&S Manager)*

- support the ongoing development and effectiveness of OH&S systems and processes
- analyse incident, hazard, and safety data to identify trends and areas of risk
- coordinate compliance activities, reporting, and documentation in line with regulatory requirements
- maintain day-to-day oversight of LinkSafe – for visitors, volunteers and contractor compliance management
- support with maintenance and improvement of the risk management framework, as required



## **Compliance Training & Capability Uplift**

- support the design and maintenance of the College's annual compliance training framework and schedule
- build staff compliance training courses within the Staff Learning System (SLS) framework; creating and maintaining user groups (within the SLS) in line with staff changes (including new staff and offboarding)
- coordinate and oversee delivery of compliance training programs, including mandatory and role-specific training
- partner with internal stakeholders and external providers to ensure high-quality delivery
- monitor and report on training completion, compliance rates, and effectiveness
- contribute to the development of training programs and staff briefings that embed policy, risk awareness, and safe practices
- identify opportunities to improve engagement, accessibility, and impact of compliance training

## **Data, Reporting & Insights**

- manage compliance-related data systems, ensuring integrity, accuracy, and accessibility
- develop and deliver regular compliance dashboards and reports
- analyse data to generate insights, identify trends, and inform decision-making
- provide meaningful reporting to support leadership oversight and governance

## **Policy Development & Implementation**

- draft, review, and update policies, procedures, and guidelines aligned to legislative and regulatory requirements
- translate policy into clear, practical implementation tools (guidelines, templates, training materials)
- manage the policy taxonomy and lifecycle review processes including consultation, approval, communication, and review cycles
- provide advice to stakeholders on policy application and interpretation
- support consistent and effective embedding of policy across the College

## **Continuous Improvement & Integration**

- identify and drive opportunities to improve compliance processes, systems, and tools
- support alignment across risk, policy, and OH&S to ensure an integrated and consistent approach
- contribute to building a culture of compliance, accountability, and continuous improvement
- support broader People & Culture and organisational initiatives as required



### Other Duties

- as directed by the Policy, Risk & Compliance Manager
- 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 (direct)
- OH&S Manager (functional alignment)
- Director, People & Culture
- People Leaders across the College

### Mandatory Qualifications / Registrations / Certifications:

- relevant qualification in Data Analysis, HR, Business, Legal or Risk/Compliance would be highly desirable
- current Employee Working With Children Check (WWCC), a prerequisite for commencement of employment
- 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 and Experience:

#### Essential:

- demonstrated experience in compliance, risk, governance, HR, or a related field
- strong analytical capability, with experience in reporting, data analysis, and insights
- experience drafting policies, procedures, and supporting documentation
- ability to manage multiple priorities and operate with a high level of autonomy
- strong stakeholder engagement and communication skills
- high attention to detail and ability to translate complexity into practical outcomes

#### Desirable:

- experience in an education or regulated environment
- knowledge of OH&S frameworks and legislation
- experience designing or coordinating training programs
- exposure to audit processes and compliance frameworks

### Key Attributes to Success:

- high attention to detail and ability to prioritise effectively
- exercises sound judgement and initiative in a complex environment
- works independently while contributing to broader team outcomes
- provides guidance and support to stakeholders on compliance matters



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- takes a proactive, solutions-focused approach
- demonstrates a strong commitment to continuous improvement
- builds effective working relationships across functions
- thrives in a consultative, collaborative, and service-oriented work style
- calm under pressure and able to maintain self-awareness
- exercises excellent communication skills across all levels of the College

## Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

## Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

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

**Dr Emma Burgess**

Principal

May 2026

*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*