

Compliance and Administration Officer

POSITION DESCRIPTION

POSITION: Compliance and Administration Officer

ORGANISATIONAL UNIT: Administration

POSITION STATUS: Part time, ongoing (0.6 FTE)

CLASSIFICATION: BSS C 4

POSITION OVERVIEW:

The Compliance and Administration Officer supports the effective delivery of compliance, risk management and administrative functions across the school. The role is responsible for assisting with the coordination and administration of compliance-related activities, ensuring adherence to regulatory obligations, Child Safe Standards, organisational policies, and internal procedures.

The position provides high-quality administrative and operational support across multiple campuses and departments, contributing to the smooth and efficient day-to-day operations of the school. This role requires regular collaboration with staff and stakeholders across various campus locations and the ability to work flexibly within a dynamic multi-campus environment.

This role requires a proactive, highly organised, and detail-oriented individual with the ability to manage competing priorities, maintain confidentiality, and work collaboratively with a broad range of internal and external stakeholders.

The Compliance and Administration Officer plays an important role in supporting a culture of compliance, accountability, safety, and continuous improvement across the organisation.

1. Key Duties & Tasks

- Assist the Company Secretary and Risk Manager with compliance activities, including supporting the school's assurance program, police review, and maintaining accurate records.
- Monitor and follow up on the completion of mandatory staff training requirements, escalating overdue training matters to the Company Secretary and Risk Manager for further follow-up and action as required.
- Support the implementation and ongoing compliance of Child Safe Standards, including maintaining accurate and up-to-date registers, records and documentation.
- Manage visitor sign-in and sign-out processes to ensure all visitors, contractors, and external providers comply with school requirements relating to Working with Children Checks (WWCC), Child Safe standards and site access protocols.
- Maintain accurate visitor records, verify relevant documentation and clearances, and escalate any compliance concerns or breaches in accordance with school procedures.
- Provide relief reception, general administrative support, including filing, document preparation and record keeping management as required.
- Administer the Student Conveyance Allowance Program, including preparing and distributing communications to families, processing applications and supporting documentation, maintaining accurate records and ensuring compliance with Departmental guidelines and submission deadlines.
- Liaise with Student Transport and relevant stakeholders to manage enquiries, resolve issues and support the timely processing of conveyance applications and payments.
- Assist with finance-related administration tasks as required.



- Support the ongoing maintenance, review and continuous improvement of compliance and administrative systems to ensure efficient operations, accurate record management and adherence to school policies, procedures and regulatory requirements.
- Take meeting minutes where required.

2. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

3. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

4. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

5. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Director of Administration. This position has a secondary reporting line to the Company Secretary and Risk Manager.

Direct reports to this position: n/a

Internal Relationships: All Staff.

External Relationships: External providers, students and parents.

WORK DIRECTION/ SUPERVISION

- The incumbent is expected to possess the knowledge, skills, and initiative required to perform the responsibilities of the role with a high degree of autonomy and professionalism.
- The position is required to exercise sound judgement, discretion, and independent decision-making within established school policies, procedures, and operational guidelines, while working under the general direction of the Director of Administration and in collaboration with the Company Secretary and Risk Manager.
- The role requires the ability to manage competing priorities, respond to operational and compliance matters in a timely manner, and provide professional administrative and customer service support to a broad range of stakeholders.
- The incumbent is expected to maintain the highest standards of confidentiality, professionalism, discretion, patience, tact, and diplomacy at all times, particularly when handling sensitive information and compliance-related matters.



KEY SELECTION CRITERIA

Qualifications & Requirements

Essential:

- Demonstrated experience in an administrative, compliance, governance, or operational support role, preferably within an education or similarly regulated environment.
- Highly developed organisational and time management skills, with the ability to manage competing priorities, meet deadlines, and maintain a high level of accuracy and attention to detail.
- Strong administrative and computer skills, including proficiency in Microsoft Office applications and confidence using digital systems, databases, and record management platforms.
- Demonstrated ability to maintain confidentiality and exercise discretion, sound judgement, professionalism, and diplomacy when handling sensitive information.
- Strong interpersonal and communication skills, with the ability to build positive working relationships and provide professional customer service to a broad range of internal and external stakeholders. Ability to work both independently and collaboratively as part of a team within a dynamic multi-campus environment.
- Demonstrated ability to interpret and follow policies, procedures, and compliance requirements.
- Flexibility and willingness to work across multiple campuses as required.
- Current Working with Children’s Check (Employee) or willingness to obtain.
- Current National Criminal History Check or willingness to obtain.
- Current First Aid Certificate or willingness to obtain.
- Current Victorian Drivers Licence.

Desirable:

- Experience working within a school or educational environment.
- Familiarity with Child Safe Standards, Ministerial Orders and compliance obligations within Victorian Schools.
- Experience using with school management systems, compliance platforms or visitor management systems.
- Understanding of compliance and risk management principles.
- Experience supporting compliance audits, training administration, or regulatory reporting processes.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____