

RISK AND COMPLIANCE COORDINATOR

POSITION DESCRIPTION



Reporting to:	Risk and Compliance Manager
Status:	Full-time
Tenure:	Ongoing * (See Variation to the Role)
Salary:	General Staff Level 5
Location:	Cross-campus (based at Donnybrook & Kalkallo campuses)
Prepared:	August 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

This position is a fixed term position until October 1, 2027, to fill a vacancy created by parental leave.

Purpose of the Position

The Risk and Compliance Coordinator coordinates the day-to-day operations of risk mitigation and development of procedures, ensuring that Hume Anglican Grammar meets its compliance and assurance obligations as determined by relevant external organisations. These organisations include the Victorian Registration and Qualifications Authority (VRQA), Independent Schools Victoria (ISV), WorkSafe Victoria and other relevant regulatory bodies in the education sector.

The primary responsibility of the Risk and Compliance Coordinator is to coordinate the School's approach to risk and compliance, by providing expert risk management advice, legislative compliance, OHS advice and maintaining a safe workplace in line with current legislative requirements.

The Risk and Compliance Coordinator is responsible for implementing frameworks and systems to support the School in maintaining its risk and compliance regulatory obligations. The position also plays a key role in the implementation and administration of systems, policies and processes to support the School in maintaining compliance objectives. Additionally, the role provides assurance through the implementation of internal audit and monitoring activities.

The Risk and Compliance Coordinator reports to the Risk and Compliance Manager and works closely with all members of staff to assist them in creating and maintaining the highest levels of workplace safety.

The role encompasses three major areas: risk oversight and mitigation, incident management, and compliance and policy administration with a focus on Occupational Health and Safety.

The Risk and Compliance Coordinator is a part of the General staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and cooperative manner.

The Risk and Compliance Coordinator has no direct reports and is a member of the Occupational Health and Safety Committee.

The Risk and Compliance Coordinator supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as a distinguished ambassador of the School, promote its policies and exemplify its standards.

Nature of the Position

The Risk and Compliance Coordinator works 45 weeks of the year and receives 6 weeks' paid annual leave and 1 week unpaid. All leave must be taken during non-term weeks.

Hours of work are 8:00am to 4:06pm, including a 30-minute meal break.

The Risk and Compliance Coordinator responsibilities encompass the whole school, over all campuses and includes all staff and students. Upon commencement, this position will be based at the Donnybrook and Kalkallo Campuses, with a requirement to travel to the Freier Campus.

Responsibilities and Duties

Subject to the discretion of the Principal, the Risk and Compliance Coordinator undertakes a variety of administrative duties and provides support for all risk and compliance activities. Responsibilities include:

Risk oversight and mitigation

- Administering and maintaining the School's Compliance Framework, utilising Ideagen CompliSpace, and in consultation with the Risk and Compliance Manager and Director of School Operations
- Facilitating the School's compliance activities in critical compliance areas including, but not limited to, privacy, whistleblowing, child safety and protection
- Overseeing the School's VRQA minimum standards and requirements audit, including compiling all necessary documentation
- Developing an annual calendar of compliance activities
- Assigning to relevant staff as required, and monitoring the completion of compliance tasks across all school campuses
- Establishing clear lines of procedural responsibility for the end-to-end risk process
- Assisting with the development and maintenance of compliance registers in consultation with relevant internal and external stakeholders
- Maintain the OHS hazard register and risk assessment process
- Participating in OHS Committee meetings
- Working collaboratively as part of the Risk and Compliance team to support and coordinate non-financial audit and assurance activities (both internal and external) across all School campuses, including liaising with regulators and responsible authorities as required.
- Working with the Facilities Manager to ensure the implementation of regular safety checks
- Working with the Facilities Manager to ensure Safe Work Method Statements (SWMS) and other mechanisms are prepared, reviewed, and used by staff and contractors as part of creating a culture of workplace safety
- Coordinating regular safety checks of school spaces, buildings and grounds
- Liaising with various departments, including Science, Technology, Art and Physical Education to ensure all school equipment is well maintained and safe for use
- Providing guidance to staff to prepare, and monitoring the completion of, risk assessments for school activities, including incursions, excursions, events, activities, camps, functions etc.

Incident management

- Assisting with the effective online capture of reportable incidents for the Risk and Compliance Manager to submit to WorkSafe
- Preparing incident reports and leading and participating in incident investigations as required
- Coordinating investigations following incidents to determine likely causes, and implementing corrective actions
- Assisting the School when any WorkCover claims that arise, including liaising in relation to incident reports and site visits as required
- Assisting with Return to Work and Injury Management compliance

Compliance and policy administration

- Ensuring policies, procedures, and other documents are developed and implemented in accordance with the School's compliance framework and VRQA minimum standards
- Maintaining the School's document control registers
- Maintaining staff records in relation to compliance activities, such as anaphylaxis, first aid, WWCC, VIT registration and child safety training modules
- Assisting with the communication and implementation of OHS policies and procedures, including coordinating staff training as directed by the Risk and Compliance Manager.
- Initiating and monitoring the completion of compliance training (such as Mandatory Reporting, Child Safety, Bullying and Harassment, OHS, First Aid, and Anaphylaxis) by staff
- Providing induction materials in relation to compliance to new staff as directed by the Director of HR

General

- Undertaking special projects as required
- Operating within the General staff team in supporting their mission
- Carrying out other duties as directed by the Principal or nominated delegate

Qualifications, Skills, and Experience

Essential

- Relevant experience in Occupational Health and Safety, WorkCover, compliance, and risk mitigation and management
- Demonstrated ability to exercise a high level of initiative to administer systems and processes
- High-level writing skills, particularly in preparing reports
- Demonstrated high level communication and interpersonal skills, including the ability to collaborate with a range of diverse groups
- Demonstrated ability to maintain effective systems, procedures and processes
- Demonstrated ability to manage competing demands and deadlines
- A current, full Victorian Drivers Licence
- Have or be able to obtain a current Working with Children Check Card

Desirable

- Experience working in a school environment in a similar role
- Experience using Ideagen CompliSpace

Personal Qualities

Essential

- Excellent organisational skills with demonstrated ability to manage time and plan effectively with a high level of initiative
- Intuitive and proactive approach to working within a dynamic environment
- High level customer service to staff, students and families displaying a professional 'can do' attitude; motivated and solutions-focused
- Ability to work autonomously and as part of a team in a supportive and collaborative manner
- Ability to receive and respond positively to constructive feedback
- Demonstrated interest in ongoing personal professional development

Key Selection Criteria

1. Ability to clearly communicate information of both a technical and non-technical nature, verbally and in writing.
2. Strong organisational and administrative skills and a demonstrated ability to prioritise workflows.
3. Relevant experience in Occupational Health and Safety, compliance and risk management.

This Position Description may be altered from time to time to meet the operational needs of the School.