

Compliance Officer

As a ministry of Life Church, Brisbane Christian College is a thriving learning centre, catering for Pre-Prep to Year 12, nurturing over 1100 young learners on three campuses. Our community is committed to becoming the preferred place of learning for the glory and honour of Jesus Christ.

Brisbane Christian College is dedicated to staying mission-true to its founders as a Christ-centred community that honours Jesus Christ in all that we do. The College has a strong balance between academic, co-curricular and spiritual engagement and a desire to grow our children's mission and community service opportunities.

Brisbane Christian College is currently seeking a Compliance Officer to join the Business Manager's team with appropriate qualifications and experience with:

- Management of a company's policies and procedures
- An understanding of the Acts and Regulations in regard to Primary and Secondary Education
- Working collaboratively within the team to ensure understanding and compliance with the College's policies and procedures.

A position description is available on the College website, which describes the role's opportunities and responsibilities and the prior experience needed to be successful in this role.

Responsible to the Business Manager.

Position type: 15.2 hours per week (2 days) 40 weeks per year. To manage the 5-yearly accreditation process, hours will increase by 7.6 hours per week in the year that accreditation takes place.

Applications are due: by close of business Friday, 22 July 2022

Commencement date: Monday, 1 August 2022

The successful applicant will hold a current Blue Card for working with children issued by the Queensland Government and will be able to fully support the Christian ethos of the College.

Brisbane Christian College is committed to safe and supportive work practices. Candidates will be subject to a teacher registration check or Blue Card screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidate's eligibility to engage in activities including children.

TO APPLY: Visit our [website](#) and download the 'Application for Employment: Non-teaching Position'. Applications will consist of this completed application form and a cover letter outlining your suitability for the role regarding the requirements listed above. Please include copies of all qualifications listed in the application form and a copy of your Blue Card (or Teacher Registration if applicable).

The application form contains instructions on how to submit your application.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.