

## **COMPLIANCE OFFICER POSITION DESCRIPTION**

### **Community Description**

Brisbane Christian College is a K-12 college with over 1100 students, operating three campuses in the Salisbury area of Brisbane.

### **Life Church Vision**

To reach people with the love, grace and power of the Gospel by building a large, Bible-based church where the presence of God is seen and felt, empowering people to lead in every area of life.

### **College Vision**

Brisbane Christian College, as a Ministry of Life Church Brisbane, is the preferred place of learning. Our community empowers students to live Christ-focused lives. We aspire for excellence and equip our members to achieve their maximum potential.

### **College Mission**

Brisbane Christian College provides quality, holistic education that is both Christ-centred and innovative; encouraging confident, creative, life-long learners.

Our community equips its members to become resourceful servant leaders who live with dignity and care for others to the glory of God.

### **College Values**

At Brisbane Christian College we:

- Honour Jesus Christ
- Empower others
- Aspire to excellence
- Respect others and self
- Develop dynamic relationships.

### **College Motto**

Wisdom and Knowledge through Christ.

### **College Logo**

At the centre of the logo is a dual representation of both the risen, victorious Christ and the enthusiastic, energetic and elated student.

The logo depicts three elements which symbolise three different aspects of meaning – academic, personal (physical and emotional) and spiritual.

<b>Title:</b>	<b>Compliance Officer</b>
<b>Location:</b>	Brisbane Christian College Middle & Secondary School Campus
<b>Position Objective:</b>	The College Board values the importance of providing a quality education to students whilst ensuring we comply with all relevant acts and legislation. Brisbane Christian College aims to achieve best practice with our policies and procedures, not only with implementation, but with continual support and improvement.
<b>Responsible to:</b>	The Business Manager
<b>Key Relationships:</b>	College Management Team and College Board
<b>Hours:</b>	15.2 hours per week, 40 weeks a year To manage the 5-yearly accreditation process, hours will increase by 7.6 hours per week in the year that accreditation takes place.

## Core responsibilities:

### 1. Develop and maintain policies and procedures for the College

- a. Work with the Business Manager and College Board to ensure a continual review of the College's policies and procedures as part of the College improvement cycle, incorporating an audit/review process
- b. Review and update College policies and procedures as per the review process
- c. Research and be aware of legislative changes that may affect College policies and create new policies as necessary
- d. Maintain staff access to the suite of policies and procedures
- e. Conduct staff training as required to ensure understanding and compliance with the College's policies and procedures
- f. Collect data and prepare the College Annual Report (due 30 June each year)

### 2. Understand, manage and coordinate implementation of the accreditation requirements and processes.

- a. Manage and maintain the program and schedule for the College's accreditation audit
- b. Obtain an understanding of the relevant Acts and Regulations in relation to accreditation
- c. Manage and maintain the implementation of systems for record keeping and auditing in line with accreditation requirements.

## Statement of responsibility

The mission of Brisbane Christian College is that we 'provide quality, holistic education that is both Christ-centred and innovative; encouraging confident, creative, life-long learners. Our community equips its members to become resourceful servant leaders who live with dignity and care for others to the glory of God.' In achieving this mission, the College recognises the need to have excellent support staff who can partner with other staff members and management. As such, a team membership approach is preferred.

The focus of the role requires personal and professional attributes consistent with the College's mission and statement of faith. With this in mind, the role holder must possess a helpfulness of spirit and flexibility. There is a need to be clear about one's responsibilities and use initiative within the expectations of the position, keeping in mind other people's roles and responsibilities. Confidentiality and loyalty to the College and staff must be observed in all matters handled.

## Selection criteria

This section specifies the education, qualification, experience, skills, knowledge and abilities for appointment to the position.

### 1. EDUCATION, QUALIFICATIONS AND EXPERIENCE

- a. **Essential:** Secondary education and a current Blue Card (Queensland's Working with Children Check) are prerequisites for this position.
- b. **Desirable:** Further studies at a tertiary level in Business or Human Resources would be a highly desirable measure of the employee's ability to meet the criteria for this position.
- c. **Highly desirable:** Having regard to the importance of the role to the College, it is highly desirable that the occupant may have gained previous experience in compliance aspects of school administration.

### 2. SKILLS, KNOWLEDGE AND ABILITIES

- a. **Essential:** The position holder will require a high level of communication and interpersonal skills to interact with management, staff and governmental organisations.  
  
An intermediate understanding of document management, word processing and computer skills are also a prerequisite.
- b. **Desirable:** A high level of spelling, grammar and interpersonal skills and an advanced understanding of document management, word processing and computer skills. Developed organisational skills.
- c. **Highly desirable:** In addition to those skills outlined in other criteria, the holder of this position might have prior experience in business or school administration.