



# SHORE

## Compliance and Corporate Projects Assistant

### Reporting relationships

Reports to the Bursar

### Department dimensions

Works closely with the Executive Assistant to the Bursar and staff of the Bursar's Office

### Primary objective

Provides key project support for the planning, business management, innovation and sustainability of the School's corporate governance and risk and compliance functionality

### Specific responsibilities

- Provide risk management and compliance assistance
- Assist with the implementation and compliance with processes and procedures to ensure that the School's obligations (regulatory, legal and operation) are met
- Support in creating a robust risk management and compliance culture in the School
- Provide guidance to staff in the areas of risk, compliance and work health safety
- Administer the compliance system for policy, risk and incident management

### General Responsibilities

- Assist in the ongoing development, review and implementation of the School's Risk Management Strategy
- Provide check of consistency completeness and integrity of risk assessments and management plans
- Assist in undertaking investigations following accidents/incidents to determine likely causes and corrective actions
- Monitor progress of risk mitigations, compliance activities and insurance claims
- Prepare reports on risk, compliance and incidents as required
- Work closely with the Work Health Safety Chairman on implementation of best practice WHS Systems
- Update documentation for monitoring of the School's compliance according to requirements specified by regulatory authorities (BOSTES, DEWR, ACNC, ASIC, Synod etc.)
- Assist in workplace assessments and conduct WHS training courses and toolbox talks
- Provide project management assistance to the Bursar for communication, correspondence and administration requirements for minor and major capital expenditure projects
- Provide assistance in recruitment, assessment, appointment and induction of Shore Support Services staff
- Active participation in personal Professional Development
- Commitment to work health and safety



## Technical skills and experience

- Prior experience in a Risk and Compliance Officer role or in a role that includes liaising and communicating on process improvement and risk management
- Strong familiarity with Australian Risk Management Standards
- Knowledge and strong understanding of compliance obligations within a NSW school environment
- Demonstrated experience in web based risk management and compliance functions
- Strong analytical, interpersonal and consultation experience
- Preferred formal qualifications in law or other related qualification desirable

## Personal attributes

The following personal attributes are desired for this position:

- Outstanding written and verbal communication skills and effective presentation skills
- Excellent time management skills
- Demonstrated understanding of principles of quality of customer service, courtesy and professionalism
- Self-starter attitude with initiative to anticipate and circumvent problems, find solutions and implement efficiencies to ensure projects move forward
- High level of digital fluency with the ability to quickly understand and adopt new technologies
- Ability to effectively prioritise work, work autonomously where required and communicate effectively
- Excellent interpersonal skills to inspire the confidence of stakeholders

## Hours of work

- Start/finish times may be negotiated for the preferred candidate
- 38 hours per week would be required to complete the tasks assigned to this role.

## Conditions

- Competitive salary with the option of salary packaging
- Excellent working environment

## Applications

If you are interested in applying for this role, please contact Susie Lomas at Lomas Executive [susie@lomasexecutive.com](mailto:susie@lomasexecutive.com) for further information about this role.

All applicants must have a current Working with Children clearance. Please refer to the Shore website for details relating to our Privacy Policy.

