

THE ROLE



Risk and Compliance Manager

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| Position Title | Risk and Compliance Manager |
| Level | Dependent on experience |
| Commencement Date | Term 3 2026 |
| Hours | Permanent Full-time (with 6 weeks annual leave) |

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ a Risk and Compliance Manager who is highly motivated, capable and proactive with exceptional communication skills and meticulous attention to detail. The Risk and Compliance Manager will be able to work autonomously and understand policies and record keeping appropriate to managing risk factors in a school environment.

Key Selection Criteria

The successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- Ability to operate independently without supervision as well as collaboratively as required
- High level of attention to detail and accuracy with proven ability to manage multiple tasks, often under time pressure
- The ability to manage confidential information in a trustworthy, sensitive and professional manner
- The ability to review and provide recommendation for all general compliance related legislation, Standards and industry related requirements.
- Demonstrated organisational skills
- Evidenced ability to communicate effectively with internal and external key stakeholders
- Demonstrated ability to adapt and remain calm under pressure and in emergency situations
- Demonstrated strong Microsoft 365 skills

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Qualifications

- Minimum of three years experience in a similar role
- Tertiary qualifications in risk management (desired)
- Certificate III or IV in Work, Health and Safety (desired)
- Current registration and/or membership with relevant professional body (desired)

Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

To apply, please complete an [Application Form](#) or visit our [website](#) for more information.

CLOSING DATE FOR APPLICATIONS: Monday 29 June 2026

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Any enquiries, please contact employment@thac.nsw.edu.au.

ROLE DESCRIPTION



Risk and Compliance Manager (Annual with 6 weeks leave)

Primary Purpose:

The Risk and Compliance Manager works to ensure the compliance of the College with government, statutory and corporation legislation, ordinances and requirements in relation Child Safety. They are responsible for keeping the College policies and procedures of the College operation are kept up to date, documented and that staff are notified and adequately trained in the relevant changes.

Accountable to:

The Principal through the Business Manager

Directly reports to:

Business Manager

Relates to:

1. Senior Executive Team
2. The Anglican Schools Corporation - Group Office
3. College Staff

Major Responsibilities

Risk and Compliance

- Review, develop and implement systems, policies, procedures and tools to appropriately manage risk
- Manage and maintain the College's Risk Register including the monthly report to the College Council
- Report to the Senior Executive on any changes to the college's risk profile and make recommendations in relation to risk management
- Review risk assessments, as required, for college-approved events, excursions, tours and activities in accordance with relevant legislative and compliance requirements. As part of the review, provide feedback and support as required and/or escalation to the College Executive, as appropriate.
- Develop and provide training for staff as required with regards to risk management and WHS
- Fostering and promote a culture of risk awareness
- Advise on, develop, implement and maintain relevant policies, procedures, forms and templates, record keeping and training to ensure legislative, regulatory and registration

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compliance across all areas of the College. This includes, but is not limited to Child Safety, Privacy, Governance, Risk and Complaints Handling.

- Be involved in the development, implementation and management of policies and procedures for the College.
- Ensuring that the College is adhering to and maintaining records as per registration guidelines.
- Maintenance of the PolicyConnect and training staff as required.
- Developing reports from PolicyConnect for management and the College Council as required.

Child Safety

- Promote an awareness of the Child Safe Standards for staff, contractors and visitors including the oversight of mandatory training
- Chair the Child Safe Working Committee meetings and ensure agendas, minutes and actions are completed in a timely manner.
- Oversee the completion of the Annual Child Safe Assessment for The Anglican Schools Corporation and coordinate the internal audit requests
- Prepare reporting on a monthly basis for the College Council

Work Health and Safety

- Organise the Work Health and Safety (WHS) meetings and ensure agendas, minutes and actions are completed in a timely manner.
- Effective and timely coordination of lockdown and evacuation drills
- Ongoing review and improvement of WHS processes to achieve best practice
- Ongoing review and improvement of incident, accident, near miss, and hazard reporting processes, documentation and reporting
- Ongoing improvement and testing of the College Critical Incident and Emergency Management Plan
- Development, implementation, and maintenance of comprehensive WHS training programs including WHS induction of new staff.
- Oversight of the compliance with visitor sign-in ensuring the necessary paperwork is updated in the system
- Ensure effective contractor compliance including induction and relevant training
- Be actively part of policy working groups, particularly with The Anglican Schools Corporation, for specific projects agreed to by the Principal that will enhance processes and ensure compliance with legislation and regulations.
- Any other duties as requested by the Business Manager or Principal.

The Risk and Compliance Manager is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities