



RISK AND COMPLIANCE OFFICER

(Permanent, 19-26 hours pw)

Role Highlights

- Key governance role supporting risk management and compliance in a future-focused independent college.
- Central to maintaining risk registers, coordinating audits and ensuring regulatory compliance across the organisation.
- Collaborative position working closely with leadership, staff and external agencies to foster a culture of safety and accountability.

The Role

Reporting directly to the Director of Personnel and Policy, the Risk and Compliance Coordinator plays a critical role in supporting the College's governance, risk and compliance frameworks. This position ensures that All Saints' College maintains a proactive approach to risk identification, mitigation and regulatory compliance, contributing to a safe and accountable learning environments (at ASC, Little Saints childcare and The Studio School).

Key Responsibilities:

- Prepare strategic risk reports for the College Board and Risk Committee, highlighting emerging risks and mitigation strategies.
- Maintain and update organisational and departmental risk registers, supporting risk assessments and mitigation planning.
- Monitor compliance with legislation and standards including WHS, Child Safety and Privacy.
- Coordinate registration and audit processes, including preparation for regulatory reviews and investigations.
- Assist in the development and review of College policies and procedures, ensuring alignment and staff understanding.
- Support WHS initiatives, incident investigations and injury management processes.
- Manage systems for reporting and analysing incidents, complaints and compliance breaches.

About You

You are a proactive and detail-oriented professional with a strong understanding of risk and compliance frameworks. With excellent communication and analytical skills, you thrive in a collaborative environment and are committed to continuous improvement and safety.

Essential criteria include:

- Minimum 3 years' experience in risk and compliance roles, preferably in education or NFP sectors.
- Strong understanding of risk management frameworks (eg ISO 31000) and compliance standards.
- Excellent communication, interpersonal and analytical skills.
- Proficiency in Microsoft Office and compliance software platforms.
- Experience in incident management and complaints handling.
- Experience in injury management or WHS rehabilitation coordination.

Desirable criteria include:

- Familiarity with legal and regulatory frameworks relevant to education.
- Relevant tertiary qualifications in Risk Management or related fields.
- Knowledge of child safety legislation and WHS regulations.
- Experience working in independent schools or similar environments.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, providing childcare for children from 12 months of age, before then catering for students from Pre-Kindergarten to Year 12. With a focus on developing young people as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

The College includes Little Saints (our childcare) and The Studio School (our micro-school in Fremantle). The Gabbiljee campus (Noongar for Bull Creek) is a beautifully-landscaped 19-hectare property featuring state-of-the-art facilities, integrated natural environments, contemporary learning spaces and unique community spaces for connecting and sharing, including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community and, along with our students, parents and community members, contribute to that "All Saints' feeling"—where diversity is celebrated, individuals bring their best selves and learning through failing (or 'flearning') is encouraged as part of our commitment to innovation and to finding new and better ways.

Our mission

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our vision

Making a positive difference in our world

Our values

RISK AND COMPLIANCE OFFICER

Empathy:	seeking to understand the perspective and experience of others
Respect:	for self and others, for community and environment
Integrity:	acting with moral strength and grace, guided by humility and compassion
Courage:	to be our best selves

The Benefits

The College offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Salary packaging (Paywise);
- Staff discounts on school and childcare fees at the College;
- On site café and canteen;
- Generous leave provisions;
- Onsite childcare centre;
- Restless Curiosity and other professional development opportunities;
- Staff yoga and EAP program;
- Partner benefits with Westpac, HBF and Flight Centre.

How to Apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button.

Applications for this position will close no later than **1:00 pm on Monday 10 November 2025**, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Tony Higgins, Director of Personnel and Policy, on (08) 9313 9333 for a confidential discussion.