

Trinity Theological College

Position Description	
Position Title:	Compliance Officer
Industrial Instrument and classification:	Educational Services (Post-Secondary Education) Award
Reports to:	Business Manager
Primary Purpose of Position:	Support the College's mission while maintaining its reputation for integrity by ensuring adherence to the legal and business environment, and fostering a culture of transparency and accountability
Position relates to:	Staff; Students; ACT
Number of staff and volunteers under supervision:	None
Budget and/or revenue accountable for:	None
Mandatory qualifications and/or licences:	None
Selection Criteria	
<p>Essential</p> <ol style="list-style-type: none"> 1. A mature Christian who wholeheartedly supports the College's purpose, beliefs, and training model 2. Experience in policy development and implementation 3. Excellent organisational and time management skills 4. Communicates clearly and frequently and follows up 5. A team player, who is helpful and friendly to others 6. Good IT skills, including the Microsoft Office suite and experience with data entry and databases 7. Takes initiative to drive tasks to completion <p>Desirable</p> <ol style="list-style-type: none"> 1. Tertiary qualification in business administration or related field 2. Understanding of the higher education sector 3. Experience with risk management 	
Key Duties	
<ol style="list-style-type: none"> 1. With a view to quality improvement, helping to ensure compliance with Australian College of Theology (ACT) and other legislation in relation to the policies and procedures required to run the business of the College, by: <ol style="list-style-type: none"> a. identifying gaps in the College's compliance framework, b. proposing new policies, c. drafting new policies and procedures, d. tracking progress of review and approvals, e. monitoring the revision requirements of existing policies and procedures, f. ensuring their communication to staff and other stakeholders, and g. maintaining the College's policy/compliance register. 2. Acting as the College's Safe Ministry and Sexual Assault and Sexual Harassment (SASH) reporting officer, by: <ol style="list-style-type: none"> a. Administering the Safe Ministry Check system, b. Ensuring the roll-out of appropriate training, c. Reporting and corresponding with the ACT, and d. Updating policies and procedures as required and ensuring compliance with them. 	

3. Working with the Business Manager to help administer other compliance related areas of the College, including:
 - a. the College's charity registration status,
 - b. the Risk Management Framework, including the Risk Register,
 - c. occupational safety and health legislation, and
 - d. working with the College's insurance broker to ensure adequate insurance cover and compliance with insurance requirements.
4. Producing data/research papers/reports as required to assist with the achievement of goals and strategic actions, as well as the fulfilment of accreditation and risk compliance.
5. Other duties as required.