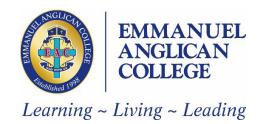# Position Description

Position

Process Improvement and Compliance Manager

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for an holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The Process Improvement and Compliance Manager is responsible for attending to regulatory reporting and compliance matters and for maintaining essential systems. They are responsible for maintaining documentation of College policies and procedures. They identify opportunities for improvement and ensure systems and procedures are updated when changes and innovation occur.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Provide expert knowledge and guidance on legal and regulatory matters:
- Maintain a broad understanding of, and ensure compliance with, the legal frameworks that apply to the College, including the Education Act, Privacy Act, Work Health and Safety Act, Child Protection legislation, ACNC Standards and the Constitution.
- Ensure ongoing compliance with the regulatory requirements to ensure that the College maintains K-12 Registration, Accreditation to provide the Record of School Achievement and Higher School Certificate, and a continuance of its licence to operate the Early Learning Centre.
- Maintain a broad understanding of the legal and regulatory frameworks that impact on the operations of the Early Learning Centre and make recommendations to the Business Manager and Director of the Early Learning Centre where existing policies may require review.
- Maintain an awareness of the latest updates and changes to existing legal frameworks and regulatory requirements and inform the Business Manager of the impact on the College.

Support the Principal and Business Manager with meeting statutory requirements, reporting obligations and human resource management requirements:
- Review, maintain, update and develop policies and procedures to support the effective governance of the College, manage risk, ensure a safe workplace and promote the smooth and efficient operation of the College.

- Prepare data for State and Federal Government data collections, including Census, Residential Address Collection, Student Background Data, ACNC Information Statement, WQEA reporting, Grant applications and acquittals.
- Assist with the review and renewal of insurance policies.
- Assist with the preparation of employment contracts that comply with the College's Multi-Enterprise Agreements and the National Employment Standards.
- Manage publication of updates to the College Council Handbook and Staff Handbook.

Provide oversight and monitor compliance with College Policies and Procedures:
- Establish and conduct staff training to ensure staff gain the required knowledge to work in accordance with approved operating policies, procedures, practices and methods, and to promote understanding and compliance.
- Support the induction of new staff to ensure they understand College systems and their responsibilities.
- Onboard and induct new contractors and volunteers and ensure understanding of safe work practices and child protection.
- Periodically review operational matters to ensure accuracy and integrity against documented policies and procedures.
- Work collaboratively with the Property Development and Maintenance Manager to monitoring WHS compliance.

Be responsible for maintaining the College's databases:
- Ensure that the College enrolment database is complete and maintained accurately at all times.
- Ensure that the Early Learning Centre database is complete and maintained accurately at all times.
- Work collaboratively with the Director of Teaching and Learning to ensure Academic Reporting to students and parents is timely, accurate and complete.
- Work with relevant staff to investigate, assess and support the rollout of student database software functionality and enhancements.
- Oversee user groups to ensure staff access is appropriate.

Supervise designated administration staff:
- Provide supervision and guidance to the administration staff responsible for the College and ELC databases, academic reports, onboarding new staff and drafting policy updates.
- Provide support and mentoring to designated administration staff, acting as a positive role model.
- Assist the Business Manager with the appointment, induction, and ongoing training of designated administration staff.
- Prepare timesheets and related payroll records for designated administration staff.

Demonstrate leadership by contributing positively as a member of the team and working collaboratively with College staff.

<u>**Knowledge Skills and Qualifications**</u>

- Tertiary qualifications in Business, Audit or Law.
- Demonstrated professionalism including strong ethical standards, acute attention to detail and well develop organizational and scheduling skills .
- Excellent interpersonal and communication skills.
- Experience in project management, process mapping and managing organisational change.

- Demonstrated ability to lead teams and build strong, collaborative and professional relationships.

Personal Qualities and Attributes

- Supportive of the College's ethos and vision.
- Exemplary role model.
- Reliable, energetic, proactive and able to demonstrate initiative.
- Loyalty and commitment to the College, students and staff.
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct.

Remuneration

The appointee to this position will be classified as a Level 4.1 Administrator according to the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 but remuneration will be based on qualifications and experience.