



POSITION DESCRIPTION

CHIEF RISK AND COMPLIANCE OFFICER

November 2020

Position Description

Chief Risk and Compliance Officer

ORGANISATIONAL BACKGROUND

Lutheran Education Queensland (LEQ) is a Department of the Lutheran Church of Australia Queensland District (LCAQD).

It is charged with the responsibility of providing leadership and support for a system of schools and early childhood services operated by the District and its member congregations. Currently there are 26 schools and approximately 60 early childhood services operating throughout Queensland and northern NSW. LEQ offices are situated at Milton in the LCAQD building along with the other departments of the Church.

The mission statement of the LEQ Secretariat is to “nurture, strengthen, guide and encourage the people working in the various institutions of the Department so they will better able to carry out their ministries of service”.

Members of the Secretariat strive to build and support the ethos of Lutheran schools, work in harmony together, and contribute to an ethos of Christian service within the Secretariat, with our clients and with other departments of the Church.

LEQ works with and for our schools to:

- assist the facilitation of spiritual and professional growth within school communities and early childhood centres;
- assist schools and early childhood centres to provide excellence in education and care;
- provide support in governance, leadership, management and compliance;
- support the development and continuance of good financial practices; and
- foster collegiality and collaboration and strengthen networks and corporate partnerships.

LUTHERAN ETHOS

It is expected that the Chief Risk and Compliance Officer will conduct their work in an atmosphere of Christian service in support of the ethos of Lutheran Education, will regularly participate in staff devotions and other spiritual development activities and accept and support the theology and values which underpin Lutheran Education.

PURPOSE OF POSITION and MAJOR ACCOUNTABILITIES

The Chief Risk and Compliance Officer is a member of the LEQ Leadership Team working with and supporting the Executive Director. The Risk and Compliance Officer will work consultatively and collaboratively with this team to ensure the operations of LEQ are carried out in a highly professional and cohesive manner.

The primary objective of the Risk and Compliance Officer is to provide support for the Executive Director in meeting their duties and responsibilities, and to provide support and care to the leadership of the schools of the District.

The Chief Risk and Compliance Officer is responsible to the Executive Director for the following broad functional areas within Lutheran Education Queensland (LEQ):

- **Implement the operationalized Risk & Compliance Strategy by aligning policies, practices and programs;**
- **Provide advice on key strategies, trends and issues for leading best risk and compliance practice across LEQ schools;**
- **In support of LEQ schools, identify how risk and compliance systems, processes, policies and infrastructure can be developed to deliver strategic objectives;**
- **Provide strategic oversight to organizational continuous quality improvement; and**
- **Provide recommendations to executive and governance on strategies and programs to develop a positive risk culture that is aligned to LEQ values and expected behaviours.**

The Chief Risk and Compliance Officer is expected to act within the delegated authorities of the role, exercise independent judgment in a confidential manner, and exhibit strong communication skills, discernment, sensitivity and discretion in all business interactions.

REPORTING RELATIONSHIPS

The position reports to the Executive Director and is a member of the LEQ Leadership Team.

The position will actively engage with other members of the LEQ Leadership Team to enhance a culture of collaboration and professional networking.

The position interacts with a wide range of staff across LEQ and will also collaborate extensively with Principals and Business Managers in schools.

POSITION DETAILS

KEY DUTIES AND RESPONSIBILITIES

The position requires leadership in areas encompassing enterprise risk management, compliance, internal control systems, incident management, Workplace Health & Safety (WHS), business continuity management, administrative processes and leadership capacity development across the LEQ system.

The responsibilities and tasks for the position include, but are not limited to:

Risk Management support for schools

- Provide technical leadership, processes and tools to LEQ schools as they implement their Risk Management Framework;
- Support LEQ schools with the ongoing development of an Enterprise Risk Management Framework at the Department level;
- Inform key school leaders and the LEQ leadership team of changes to legislation and the implications for LEQ schools;
- Adapt and develop LEQ policy and procedure templates to ensure they remain compliant with legislation and communicate the changes with schools;
- Report to the Council of Lutheran Education Queensland (CLEQ) through the Executive Director on the risk and compliance requirements for all schools, including assurance activities.

Compliance practices and support for schools

- Oversee Department compliance with all relevant legislation;
- Establish and lead a streamlined, coordinated and cohesive compliance approach to strengthen and expand capabilities and support a strong and effective compliance culture across the Department;
- Support LEQ schools with contemporary practices and procedures in relation to assurance activities and internal controls;
- Establish where appropriate, and support networks established for senior leaders within LEQ schools;
- Work collaboratively with the LEQ Leadership Team to plan and deliver professional development opportunities and promote Centres of Excellence and collegiality;
- Facilitate the development of a systemic approach between school leaders to leverage the compliance strengths across schools.

Implementation of the operationalized Risk & Compliance strategy

- Lead the implementation of a Department Enterprise Risk Management Framework, communicating expectations and obligations through Principals and Business Managers, and monitoring and reporting on performance to improve the consolidated risk profile of the Department;
- Actively collaborate with the LEQ Leadership Team to contribute to the achievement of the Department's strategy, including balanced scorecard measures, business plans and organizational goals.

General

The Chief Risk and Compliance Officer will undertake other duties as directed, including but not limited to:

- Maintain a high degree of currency regarding Risk, Compliance and Assurance trends and research (eg, through professional associations, conference attendance);
- Promote the mission and the ministry of the Lutheran Church of Australia Queensland District (LCAQD) through the nurture and care for its schools and early childhood services by providing friendly co-operative service and support;
- Provide services to CLEQ sub-committees and task forces as required;
- Oversee the management of projects as required;
- Research and draft reports and policy documents as required;
- Any other reasonable duties as directed by the Executive Director.

Performance Standards & Review

An annual Performance Review is undertaken with the Executive Director to determine capacity to meet the demands of the role, identify where additional skills training is required and what level of job satisfaction is being obtained.

Work Health and Safety

The incumbent is expected to comply with the WH&S Policy and legislative requirements.

EMPLOYMENT CONDITIONS

Classification Level

The position of Chief Risk and Compliance Officer is classified as an executive position with annual negotiation of salary.

Employment fraction

This position is full-time 5-year contract, with a 6 months' probation period.

Hours of Duty

The position is full time Monday to Friday, based predominantly at the Milton offices of the LCAQD. A limited amount of travel to schools will be involved. The position is entitled to four (4) weeks of annual leave.

Mandatory requirements

- Current Queensland Working with Children Check (Blue Card).
- A current license to drive a motor vehicle.

KEY SELECTION CRITERIA

Qualifications

- Experienced Risk practitioner and leader
- Post graduate qualifications appropriate to the role
- Commitment to ongoing professional learning

Communication Skills

- Excellent communication and interpersonal skills
- Demonstrated ability to lead teams including the leadership of meetings, planning, performance and mentoring
- Ability to analyse data and report appropriately

Ethos

- Model servant leadership displaying a passion for the Gospel
- An understanding and commitment to the ministry and mission of Lutheran schools
- A team player, with a strong commitment to support and contribute to team effectiveness

Experience

- Proven leadership experience in a senior leadership or middle management position
- Demonstrated experience in the effective implementation of complex programs and initiatives
- Experience in reading and interpreting legislative instruments

HOW TO APPLY

Applicants should include the following information in their application:

1. A covering letter
2. Brief Resume of no more than 3 pages
3. A statement which addresses the key selection criteria
4. Names and contact details of at least three (3) referees
5. Current employer contact details

Please note that referees and current employer of shortlisted applicants may be contacted prior to further communication with the applicant.

Applications should be addressed to:

Mr Dennis Mulherin
Executive Director
Lutheran Education Queensland
PO Box 1535
Milton QLD 4064

Or emailed to:

Sandra McCullough
Executive Assistant
execea@leq.lutheran.edu.au

Applications close at COB Friday 20 November 2020.