



Selection Criteria for Compliance Officer

The role of the Compliance Officer is to support the Business Manager in managing the College's Compliance and Risk Management program.

The successful applicant will have;

- A commitment to the ethos of a Catholic school;
- Strong organisation skills with the ability to operate in a highly structured and systematic manner, including time management-skills and proven ability to meet deadlines and manage multiple tasks simultaneously;
- Demonstrated knowledge and experience in interpreting and implementing Acts, Regulations, Policies, Codes of Practices and Australian Standards;
- Demonstrated experience in hazard identification and control;
- Excellent verbal and written communication skills (including report writing) with a particular emphasis on consultation, negotiation, attention to detail, accuracy and confidentiality.