

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Data and Compliance Officer

#### Position Purpose

The Data and Compliance Officer at Nambour Christian College is responsible for supporting the College's data management and compliance obligations. This role helps ensure that external vendors, staff, and internal systems meet regulatory and policy requirements, maintains accurate records and coordinates and tracks mandatory compliance training. Updating and tracking College Policies under the guidance of the Head of Business Operations, the role is key to helping reduce risk and ensuring the College meets all legal and operational standards

#### Qualifications

Staff are encouraged to hold a formal qualification and/or have relevant advanced administrative and/or compliance and data industry experience. Experience in a compliance, WHS or administrative role within an educational or corporate environment highly regarded and/or an understanding of risk management and WHS legislation.

High level of proficiency in use of TASS, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), Edval, ConnX, Canvas, Adobe Sign and software as required for compliance and data archival.

#### Accountability

Head of Information Technology, Head of Business Operations and ultimately the Executive Principal.

#### Key Relationships

Executive Principal, Head of Business Operations, Assistant to Head of Business Operations, Database Co-Ordinator, Property Manager, College administration staff.

#### Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff:

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality.

#### Professional Competencies

The following professional competencies are essential to this position:

- Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Ability to work effectively in a team and collaborate with colleagues from different departments.

- Working knowledge of regulatory and policy compliance.
- Strong understanding of policy governance, for example life cycle, consistency.
- Strong attention to detail to ensure regulatory requirements are met.
- Experience in data management, confidentiality, systematic thinking and risk awareness.
- Capability to adapt to changing situations and maintain composure in a dynamic environment.
- Exceptional ability to communicate clearly and professionally with stakeholders and build positive working relationships across departments and with external partners.
- Proven ability to use digital platforms and compliance tools effectively.
- Demonstrate a strong level of commitment to maintain personal professional knowledge and skills.
- Have a working knowledge of the College's Enterprise Agreement.
- Maintain confidentiality and discretion.
- To understand scope of role in relation to Pastoral Care Policy and Procedures.
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.
- Be well-informed in relation to college archival requirements per government guidelines.
- Be well-informed in relation to responsibilities under the Privacy Act.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.

## Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

### Compliance and WHS

- Organise and manage the software platform to ensure external vendor compliance with NCC policy and procedures. This includes maintaining up to date vendor compliance information, blue cards, and insurances. Reporting to the Head of Business Office when vendors are not compliant.
- Organise and manage risk management software and oversee the implementation of risk mitigation strategies across the College. This includes ensuring risks are identified, assessed, documented, and monitored, and that appropriate controls are in place and regularly reviewed.
- Assist the Head of Business Operations in maintaining the Fire Services Folder with up-to-date records.
- Assist the Head of Business Operations with administrative support regarding their obligations as the Fire Safety Advisor.
- Assist the Head of Business Operations with administrative support for Fire and Evacuation process.
- Scheduling WHS meetings under the direction of the Head of Business Operations.
- Recording minutes of WHS meetings, collating, and circulating the records from the internal WHS audit.
- Organise and facilitate attendance of staff at yearly First Aid compliance training.
- Monitor staff compliance training by ensuring relevant modules and data is accessible and accurately maintained, providing reporting of progress to the Head of Business Operations as required. Examples include but are not limited to:
  - Annual ISQ Child Protection online training for all staff
  - Fire Safety training
  - Workplace Harassment and Bullying Training
  - Cyber Security Training
  - Other relevant training deemed necessary by the Head of Business Operations.

### Coordination of Policies

- Coordinate and format all policies and store in a central location as directed.
- Ensure that updated policies are uploaded to the relevant platform (NCC Website, Staff Kiosk, Parent Lounge, Student Café etc.) as appropriate.
- Provide research on and assist in drafting new policies as required.
- Keep track of policy dates and ensure policies are reviewed and updated by relevant stakeholders when due and required or requested.
- Maintain consistency with numbering, updates, and storage.

### Data

- Commence the digitizing of student records where paper copies exist and manage both forms in accordance with government archival date periods.
- Review, make recommendations, and implement enhancement of current storage methods including T Drive, SharePoint, TASS, etc. to ensure compliance and effective organization. This includes removing relevant data to ensure the College's compliance with legislation and policies.
- Provide guidance and solutions to effectively manage College policies and storage of relevant data.
- Identify emerging issues and proactively provide recommendations and implementation plan to Head of Business Operations.

### Perform other duties as required

- Assist the Database Co-Ordinator as needed for various tasks including creation of senior assessment tasks in TASS.
- Assist subject Head of Departments with administration work, as approved by Head of IT.
- Other duties from time to time as deemed necessary and delegated by the Head of Business Operations.

### Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

### Reference Documents

NCC Child Protection Policy  
NCC Staff Code of Conduct  
NCC Enterprise Agreement  
NCC Staff Dress Code Policy  
NCC Workplace Health and Safety Policy

### Hours of Work

As per Employment Contract