

POSITION DESCRIPTION

Head of Legal, Risk and Assurance



JOB CLASSIFICATION

Position title:	Head of Legal, Risk and Assurance
Reports to:	Director of Business and Operations
Employment type and tenure:	Permanent, Full-time (1.0 FTE) Position <i>This position requires flexibility to work outside of standard business hours, including evenings, to support meetings, events and other operational needs as they arise from time to time.</i>
Department / School:	Business and Operations
Location:	1-47 Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification pay point:	School Officer, Professional Services stream, Level 6 <i>Agreed rate salary commensurate with experience.</i>
Last updated:	May 2026

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

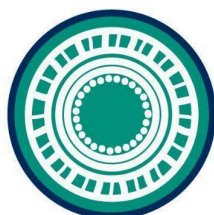
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Head of Legal, Risk and Assurance supports the Director of Business and Operations in delivering the College's legal, governance, risk and compliance functions.

Operating under the direction and delegated authority of the Director and Principal, this role is responsible for the development, implementation and continuous improvement of the College's legal advisory services, risk management frameworks and assurance systems.

The role provides high-quality, practical and timely advice to support informed decision-making, while ensuring that systems, processes and reporting mechanisms are in place to enable the Director to maintain overall accountability for legal compliance, governance and risk across the College.

Primary relationships

- Reports directly to the Director of Business and Operations
- Works closely with the Principal, Executive Team and senior leaders
- Supervises and directs the Risk and Safety Advisor in day to day duties
- Supports Governance, Risk and Compliance Committee processes
- Liaises with external legal advisers, insurers, auditors and regulators
- Collaborates with Human Resources, Technology Services, WHS and operational leaders

Main responsibilities

Legal and Governance

- Support the Director of Business and Operations and Principal in ensuring the College meets all legal and regulatory obligations
- Provide timely, practical legal advice to the Executive and key stakeholders
- Draft, review and support negotiation of commercial contracts and agreements
- Manage engagement with external legal advisors, including oversight of legal expenditure
- Monitor emerging legal and regulatory changes and advise on implications for the College
- Support the preparation of governance papers, reports and documentation for Board and Committee consideration
- Assist in managing disputes, complaints and sensitive legal matters

Risk Management

- Develop, implement and continuously improve the College's Risk Management Framework in alignment with the Director's strategic oversight
- Maintain and monitor Strategic and Operational Risk Registers, ensuring risks are appropriately identified, assessed and mitigated
- Support leaders across the College to embed effective risk management practices in decision-making
- Oversee contractor management to ensure appropriate processes are followed for the induction of all contractors, with accurate records maintained.
- Drive a proactive, preventative approach to risk across all College operations
- Provide regular reporting and insights to support Executive oversight of risk

Compliance and Assurance

- Design and implement systems to monitor compliance with legal, regulatory and policy obligations
- Maintain a comprehensive Register of Obligations and ensure its ongoing accuracy
- Coordinate audits, compliance reviews and assurance activities ('internal health checks')
- Monitor completion of mandatory compliance training and reporting
- In collaboration with the Executive Assistant to Principal, monitor the review of the College's policies on an annual basis
- Support continuous improvement through the identification, tracking and resolution of compliance issues
- Provide clear, data-informed assurance reporting to the Executive

Business Continuity and Incident Management

- Support the Director in maintaining the College's Business Continuity Framework
- Develop and oversee incident management systems, including reporting, escalation and review processes
- Ensure lessons learned from incidents are embedded into improved practices
- Work collaboratively with key stakeholders to ensure preparedness for critical incidents

Data Governance and Privacy

- Act as the College's Privacy Officer
- Support the development and implementation of information governance and data protection frameworks
- Provide advice on privacy, data breaches and regulatory obligations
- Work closely with the Technology Services and Human Resources teams to manage data risks
- Support training and awareness in privacy and cyber security

Insurance and Regulatory Compliance

- Support the Director in the strategic management of the College's insurance portfolio
- Oversee claims management processes and liaison with insurers
- Ensure compliance with insurance obligations and risk transfer strategies
- Manage licensing requirements and regulatory approvals across the College

Leadership and Contribution

- Lead and support staff within the risk, compliance and safety functions
- Build capability across the College in legal awareness, risk management and compliance
- Contribute to a culture of accountability, transparency and continuous improvement
- Participate fully in the life of the College, including meetings and key events

Professional Responsibilities

- Act in accordance with the College's Standards of Practice, policies and procedures
- Demonstrate professionalism, integrity and sound judgement in all interactions
- Maintain appropriate professional boundaries and strict confidentiality
- Contribute positively to a respectful, inclusive and collaborative College culture
- Engage in ongoing professional learning and comply with all relevant legislative requirements
- Follow all reasonable and lawful directions and uphold the College's mission, vision and values

Child Safety and Protection

- Act in accordance with Child Safe Standards (Qld) and College policies

- Maintain a current Blue Card or QCT registration in line with “No Card, No Start” requirements
- Promote the safety, wellbeing and inclusion of all students
- Maintain appropriate professional boundaries, including in digital environments
- Identify, respond to and report student safety concerns in line with legislative and College requirements
- Meet all mandatory reporting obligations, including to the QFCC where required
- Participate in required child protection training and support a culture where student voice is heard
- Support cultural safety and inclusion for Aboriginal and Torres Strait Islander students and diverse communities
- Comply with obligations under the Reportable Conduct Scheme (Qld)

ABOUT YOU

Person specification

Essential qualifications and experience

- Working with Children Check (Qld Blue Card), or ability to obtain
- Bachelor’s degree in a relevant discipline (commerce, law, business, or equivalent).
- Postgraduate qualifications or professional training in risk management, governance, compliance, or law will be highly regarded.
- Experience in developing and implementing risk management, compliance and assurance frameworks
- Experience in contract drafting, review and negotiation, including commercial agreements
- Demonstrated experience managing or coordinating legal matters, including engagement with external legal advisors
- Experience supporting governance processes, including preparation of Board or Committee papers (desirable)
- Experience in education, not-for-profit or similarly regulated environments (desirable)
- Formal training or qualifications in risk management, data privacy or governance (desirable)

Knowledge, skills and attributes

- Strong knowledge of relevant legal and regulatory frameworks, including privacy, compliance and governance obligations
- Demonstrated ability to interpret complex legal and regulatory requirements and translate them into practical, operational advice
- Highly developed analytical and problem-solving capability, with sound judgement and attention to detail
- Strong communication and interpersonal skills, with the ability to build trusted relationships across all levels of the College
- Proven ability to influence and guide decision-making in a collaborative and solutions-focused manner
- High level organisational and time management skills, with the ability to manage competing priorities

Attributes

- Resilient – able to manage sensitive, complex and high-pressure matters with professionalism and composure
- Flexible and adaptable – responsive to changing priorities and capable of operating across a broad and evolving portfolio
- Community-oriented – committed to supporting a positive, values-driven College culture and contributing to the broader life of the College
- Commercially astute – able to balance legal risk with practical and operational considerations to support sound decision-making
- Proactive and solutions-focused – takes initiative and drives continuous improvement rather than reacting to issues
- Collaborative – works effectively across teams and functions to achieve shared outcomes
- High integrity – demonstrates discretion, professionalism and ethical judgement in all matters

Physical and inherent requirements

This role is primarily professional and office-based, requiring sustained cognitive engagement, communication and interaction across the College community.

The inherent requirements of the role include:

- Capacity to undertake prolonged periods of desk-based work, including sitting, reading and using a computer
- Ability to apply sustained concentration, analytical thinking and problem-solving to role-specific tasks and responsibilities
- Ability to communicate clearly and effectively, both verbally and in writing, with a wide range of internal and external stakeholders
- Ability to participate in meetings, presentations and discussions, both in person and online
- Capacity to manage competing priorities, respond to changing demands and work effectively under pressure
- Ability to exercise sound judgement and maintain confidentiality when handling sensitive information
- Ability to move around the College campus to attend meetings and engage with stakeholders as required
- Capacity to work outside of standard hours on occasion, including attendance at meetings, events or activities relevant to the role
- Ability to use standard office equipment and systems, including Apple Mac, Google Suite and other role-specific platforms

Reasonable adjustments will be considered to enable individuals to perform the inherent requirements of the role in accordance with relevant legislation.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the *Child Safe Organisations Act 2024* (QLD) and implement the Child Safe Standards and Universal Principle to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

Matthew Flinders Anglican College is committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.