



SENIOR OFFICER – POLICY, COMPLIANCE & RISK

JOB & PERSON SPECIFICATION

MARCH 2025



Association of
Independent Schools
of South Australia

POSITION DESCRIPTION

Position Details

Position Title: Senior Officer – Policy, Compliance and Risk

Reporting Line

Reports to: Head of Policy, Funding and Compliance

Organisation

The Association of Independent Schools of South Australia (AISSA) is a member organisation which represents all independent schools in South Australia.

Purpose:

The AISSA leads, supports, represents and advocates for the independent sector in South Australia to enhance the success, sustainability and strength of its member schools.

Principles:

Across all of its activities, the AISSA is guided by

- a commitment to the independence of member schools to develop in ways that embody their individual philosophies
- a belief that the independent sector offers genuine diversity that ensures parents have real choice in selecting their children's schooling
- a commitment to integrity, excellence and expertise.

Code of Ethics:

Refer **attached** Appendix.

This Code of Ethics establishes a common understanding of the standards of behaviour expected of all employees of the AISSA. It represents a broad framework that will help staff decide on an appropriate course of action when employees are faced with an ethical issue. This Code of Ethics places an obligation on all employees to take responsibility for their conduct and work and to establish a consultative and collaborative workplace where people are happy and proud to work. Every AISSA employee is accountable for adhering to this Code of Ethics.

Key Duties/ Key Performance Indicators

| Key Duties | Key Performance Indicators |
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| Provide strategic and practical support to the Head of Policy, Funding and Compliance. | Support is collaborative and timely. |
| Develop and update policy resources and provide advice and information to member schools on policy and compliance areas related to school operations. | Advice and information to schools are reliable and provided in a responsive manner. |
| Work with the Head of Policy, Funding and Compliance to develop processes for distribution of funding grants to member schools. | Distribution of funds is accurate and timely. |
| Provide advice and information to member schools on policy and compliance requirements, recurrent government funding and other funding sources. | Advice and information to schools are reliable and provided in a responsive manner. |
| Provide reports and briefings for member schools as necessary and assist in the preparation of reports to government as required. | Reports and briefings are accurate and informative. |
| Data collection, management and reporting, including analysing and interpreting data to inform policy development, research and evaluation projects as required. | Tasks are completed accurately and in a timely manner. |
| Analysis of statistics and other data including creating graphical representation of statistics, drafting reports and statistical publications. | Analysis is accurate and reporting is informative. |
| Contribute to the AISSA's research including the creation and delivery of short-term and long-term research projects as required. | Contributions support the successful development and delivery of projects. |
| Other duties/projects as identified by the Head of Policy, Funding & Compliance or the Chief Executive. | Duties/projects are completed appropriately and effectively. |
| Maintain effective document control and records management to ensure ease of access for others as appropriate. | Records and documents are appropriately managed and stored. |
| Seek learning opportunities in line with AISSA policy, including participation in activities designed to increase knowledge of Aboriginal and Torres Strait Islander histories and cultures, and maintain own professional development portfolio of learning and experience. | Appropriate professional learning is undertaken and recorded. |
| Contribute to change management strategies based on an understanding of the AISSA's culture. | Initiative and a solution focused approach are demonstrated. |
| Accept responsibility for own safety in the workplace and comply with WHS requirements. | Observation and feedback are that safe practice is integrated into daily operations. |

Qualifications / Skills / Experience

Senior Officer – Policy, Compliance and Risk

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| Essential Qualifications | Bachelor's degree in Arts, Public Policy or a related field (minimum). |
| Knowledge and Experience | <p>Demonstrated experience in policy and report writing, data collection and interpretation.</p> <p>Strong knowledge and working experience of the operational impact of regulation, legislation, risk management and compliance obligations.</p> <p>Demonstrated experience in relationship management and service delivery.</p> <p>Knowledge of and experience working in the education sector (desirable).</p> |
| Skills and Attributes | <p>Excellent oral, written, editing and presentation skills with outstanding attention to detail and accuracy.</p> <p>Experience in conducting research projects including analysis and report writing with advanced competency in the Microsoft Office suite of programs.</p> <p>Excellent interpersonal skills with a commitment to authentic stakeholder engagement.</p> <p>Highly organised and able to prioritise well with excellent time management skills and the ability to manage competing deadlines.</p> <p>Demonstrated ability to work independently and collaboratively within and across teams to achieve agreed outcomes.</p> <p>Outcomes focused, with strong skills in discernment and the ability to deliver effective strategic and operational results.</p> <p>High level of proficiency in the use of ICT.</p> |



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.