



**MT ST MICHAEL'S COLLEGE**

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

## **COMPLIANCE MANAGER**

### **SELECTION CRITERIA TO BE ADDRESSED**

Applicants for this position are required to address, in writing, each of the following selection criteria.

Responses should be a separate document from the covering letter with concise statements totalling no more than two pages.

### **EXPERIENCE, KNOWLEDGE AND SKILLS**

- A commitment and understanding of the mission and values of Mt St Michael's College.
- Relevant qualifications at a degree level and a certified qualification at a diploma level in WHS (or a willingness to undertake study for a diploma)
- Knowledge of relevant compliance regulations and workplace health and safety legislation.
- Excellent IT skills including the Microsoft Office suite.
- An ability to think creatively, with a positive approach to problem solving.
- Self-motivated and results driven, with good attention to detail.
- Knowledge of relevant compliance standards in an educational setting.
- Demonstrated ability to manage WHS and compliance processes.
- Proven experience in identifying risks with the ability to analyse, manage and understand underlying causes; devise, recommend and implement appropriate action plans
- The ability to provide leadership with a variety of key stakeholders across the organisation
- Ability to quickly develop a rapport and to positively influence workplace culture
- Effective communication skills, both written and oral
- Exceptional personal standards of honesty, integrity and professionalism

### **APPLICATION PROCESS**

Applications should include the following documentation:

- A covering letter;
- A document containing written responses to the Selection Criteria
- A Curriculum Vitae outlining a Blue Card number, qualifications and experience and the names and contact details of three professional referees.

Applicants should forward their application to: [hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au)

The successful candidate will be chosen through a process of interviews of shortlisted applicants. For further information, please contact Willie Coleman on (07) 3858 4949 or email [hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au).

**Applications close: Monday 30 March 2020 at 9.00am**