

## Risk and Compliance Officer

Ongoing Position Full-time

Commencing April 2026

Salary range \$91,000 to \$98,000 p.a

### About Us

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

### About the Role

The Risk and Compliance Officer supports a strong culture of compliance, safety and risk management across the College. Working collaboratively with leaders and staff, the role ensures College policies, systems and practices meet legislative and regulatory requirements, with a strong focus on child safeguarding, complaints management and Work Health and Safety. The position manages compliance systems, supports audits and incident reporting, provides advice and training to staff, and contributes to key committees to promote continuous improvement and the wellbeing of the College community.

### About You

The successful candidate will bring experience in a school setting, or a strong understanding of school operations, along with the ability to interpret legislation and translate it into effective policy and practice. They will demonstrate strong analytical skills, attention to detail, and a proactive, safety-first approach grounded in sound safe work practices. With a strong customer service mindset, they will be able to support staff with clarity, empathy, and professionalism, while working collaboratively and contributing positively to the broader life and mission of the College.

### To Apply

Your application must include:

- **Cover Letter:** (max 2 pages) outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history including a brief outline of the responsibilities associated with each role.
- **Referees:** Provide the names and contact details of three referees (include current employer). Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

### Applications Close

**Tuesday 14 April 2026 (5pm).**

We encourage you to apply as soon as possible, as the College reserves the right to appoint a suitable candidate before the closing date.

For enquiries, please contact People & Culture at [employment@newman.wa.edu.au](mailto:employment@newman.wa.edu.au)

**Challenge — Collaborate — Create — Celebrate**