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Job Title:	Head of Risk and Compliance
Job No:	AA 159
Department/Business Unit:	Risk, Quality and Safety Management
Accountable to:	Chief Executive Officer
Reporting to:	Chief Executive Officer
Our Vision:	Be Australia's leading provider of training for the aviation and aerospace industries.
Our Values:	Safety at the Heart of Everything We Do, Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs.

PURPOSE

The Head of Risk and Compliance is responsible for managing Aviation Australia's risk through a strategic framework with a proactive approach to compliance, quality and safety. This role provides strategic leadership in developing and implementing integrated risk and quality frameworks, ensuring Aviation Australia is always compliant and delivering best practice. By embedding a proactive risk culture and continuous improvement mindset, this role strengthens Aviation Australia's resilience, operational excellence, and long-term sustainability.

IDEAL CANDIDATE

You are a highly collaborative, values-driven leader with experience in the aviation and/or aerospace industries, and knowledge of educational sectors. You are a strategic and systems thinker with enterprise wide leadership skillsets. You have strong emotional intelligence (EQ) that allows you to build lasting relationships and foster high-performing teams with peers in a matrixed business model, whilst working collaboratively with others toward shared goals.

KEY RESPONSIBILITIES

- Develop, maintain, manage and lead the strategic risk framework of Aviation Australia as a system, ensuring the Executive, CEO and Board have the appropriate data to make informed decisions
- Plan, communicate and implement an effective auditing and reporting framework-that ensures compliance with all Standards relevant to Aviation Australia including Standards of the Australian Skills Quality Authority (ASQA), the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), and civil aviation regulations.
- Lead, manage and review organisational risk systems, compliance, quality and workplace safety.
- Lead a small team of specialists with functional oversight of organisational

compliance, quality systems, risk systems and workplace health and safety.

- Manage AA's RTO and civil aviation accreditation requirements, including quality indicator data, declarations of compliance, annual review of delegated functions and third party arrangements.
- Facilitate a continuous improvement environment which ensures risk, quality, compliance and safety are embedded within all business activities.
- Undertake other duties as required by the accountable / reporting manager and senior management.
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures

SELECTION CRITERIA

Qualifications

Essential

- Relevant tertiary qualifications.

Desirable

- Diploma of Integrated Risk Management.
- Diploma of Quality Auditing.
- Lead Auditor certification.
- Certificate IV in Workplace Training and Assessment.

Experience

Essential

- Relevant experience in the aviation and/or aerospace industries.
- Experience in risk, quality and safety management, and internal and external auditing including reporting up to Board level.
- Experience managing risks at a strategic level through a framework of tactical, operational and strategic approaches.
- Demonstrated experience and ability to audit, record, interview and update management plans.
- Experience leading a team in a multi-disciplinary environment.

Desirable

- Experience in, or knowledge of, educational sectors.
- Auditing of Registered Training Organisation (RTO) operations in maintaining compliance with competent authority regulations and standards.

Knowledge and SkillsEssential

- Extensive knowledge and experience in risk management at an enterprise level (Risk). Demonstrated knowledge of and experience applying continuous improvement methodologies (Quality).
- Understanding of the principles and application of quality management systems (Quality).
- Understanding of relevant state and federal workplace health and safety legislation (Safety).
- Understanding of International Organisation for Standardisation (ISO) requirements.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Demonstrated experience and/or knowledge of how to effectively work with a diverse workforce, to ensure the workplace is safe from discrimination, bullying, harassment or sexual harassment.
- Excellent written and oral communication skills, with high level attention to detail and accuracy.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.

Desirable

- Working knowledge of Australian Skills Quality Authority (ASQA) standards and how compliance against these standards is maintained and demonstrated.
- Understanding of the Education Services for Overseas Student (ESOS) Act.
- Understanding of the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) standards and how compliance against these standards is maintained and demonstrated.
- Understanding of civil aviation regulatory environment as applicable to Aviation Australia.
- Sound knowledge and/or understanding of commercial aviation.

Personal QualitiesEssential

- Genuinely aspires to a continuous improvement philosophy.
- High emotional intelligence (EI) with the ability to work collaboratively with others to achieve shared goals.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- Actively contribute to ensuring the workplace is a safe environment for everyone by challenging actions or behaviours that could be improved upon or that are inappropriate.
- Ability to build rapport and credibility with stakeholders and develop strong working relationships.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.