



WHS & COMPLIANCE OFFICER

Type of employment	Full-Time	Location	Springwood and Carbrook
Tenure	Permanent	Classification	SOC51
Closes	18 August 2025	Contact	P: 07 3287 6222 E: HR@calvarycc.qld.edu.au

About Us

Calvary Christian College is a ministry of Real Life Christian Church with students from Childcare to Year Twelve and campuses located in Springwood and Carbrook. Our College has been developed on strong Biblical foundations and is committed to unleashing the potential of our staff and students through:

- Exceptional Learning
- Authentic Discipleship
- Vibrant Community

Role Overview

Our College is seeking a skilled WHS & Compliance Officer with strong written and verbal communication skills. The suitable candidate will have skills in policy writing, implementation and workplace health and safety.

About you

- You are able to work as part of a collaborative team and support workplace health and safety initiatives.
- You are skilled, authentic and innovative in your approach to meeting your responsibilities.
- You have a proven ability to use initiative, sound judgement, and discretion.
- You have excellent time management, an attention to detail and a capacity to plan and organise work under pressure.
- You have a sense of ownership and investment in the College, in its mission and intent.

Key Responsibilities

The successful applicant will:

- Provide assistance in monitoring, updating and managing the College's policy and procedures
- Maintain work statements and assist with the development and review of WHS related documents
- Follow compliance requirements generated through reports;
- Ensure the provision of WHS services are aligned with legislative requirements, Australian Standards and College expectations.
- Undertake WHS/Compliance review and audit processes and recommend areas for improvement to the Executive Leadership Team;
- Monitor and maintain the Colleges online risk management system (Consent2Go)
- Undertake Compliance/WHS projects as directed by the Executive Leadership Team;
- Promote an organisational culture and practices which create a work environment that provides for the WHS of all employees.
- Participate in staff daily devotions and College worship sessions.



Selection Criteria

1. Outline how your faith and beliefs align with ours as a Christian College.
2. Demonstrated strong interpersonal skills and capacity to quickly develop authentic relationships and instil confidence in others.
3. Ability to clearly communicate both verbally and in writing in a way that reflects our customer service mindset within our organisation.
4. Demonstrated experience in working in a Compliance role.

Location

This role is based across the Springwood and Carbrook Campuses.

For more information on our College, please visit our website at www.calvarycc.qld.edu.au

Staff Benefits

Calvary employees can access a range of benefits including but not limited to:

- An attractive remuneration package which includes annual pay increases, increased superannuation entitlements and paid parental leave.
- Discount on student tuition.
- Salary sacrificing benefits including novated leasing.
- Access to free and confidential counselling and support services.
- On site short and long day care services (Carbrook) and a pre-prep service (Springwood and Carbrook).
- Be part of a vibrant community including regular events, worship, devotions and prayer groups.

Application Process

Applications are to be submitted by email to apply@calvarycc.qld.edu.au and are to include a cover letter and resume. In your cover letter, **in no more than two pages**, answer the selection criteria above. Applications that do not respond to the selection criteria will not be considered.

On appointment the applicant will also be required to acknowledge acceptance of the College's Statement of Beliefs and Staff Lifestyle Agreement. These documents can be obtained by visiting our [website](#). Applicants will also be asked to provide evidence of possession of a current Working with Children Blue Card.



Working at Calvary Christian College

Your Employer

The Principal and CEO (under delegation by College Council) appoints and is responsible for the employment of Calvary Christian College staff.

The College's Expectations

- Staff members are committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members subscribe to the aims of the College and are committed to the Christian values of the College (see prospectus).
- Staff members pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members work to help students develop a Christian vision of life so that they become effective stewards of the creation.
- Staff members participate in the College's strategic planning and professional development activities and attend the annual Staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College.

Privacy

- In applying for this position you will be providing Calvary Christian College with personal information.
- If you provide us with personal information it will be used to assess your application. You agree that we may store this information.
- We will not disclose this information to a third party without your consent. We may disclose this kind of information to the following types of organisations: Board of Teacher of Registration or government departments such as the Police Department for a criminal record check.