

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION – Risk & Compliance Manager

Title Risk & Compliance Manager

Appointed by Executive Principal

Responsible to Executive Principal

Role in the Management Structure

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha), Principal (Traralgon) assist the Executive Principal in their role as part of the Executive Management;
- Staff in whole-school roles (including the Risk & Compliance Manager) work collaboratively with the ELT to lead a team responsible for leading and serving across the school at each campus.

The Risk & Compliance Manager is directly responsible to the Executive Principal, and as such will provide such written and/or oral advice as may be required by the Board, Executive Principal (EP), Business Manager or Executive Leadership Team (ELT).

Main Qualities and Objectives

The **Risk & Compliance Manager**, working in collaboration with the ELT, leads the development, promotion and implementation of improvement across the school's operational areas of risk and compliance.

This is to be achieved by:

- Supporting the Board and ELT in their governance responsibilities in relation to culture, systems, documentation, processes and practices in areas of risk and compliance.
- Assisting the ELT and other management roles to evaluate, identify and progress areas for continuous improvement within these areas.
- Working with the Executive Principal and Business Manager in areas of risk management and compliance, ensuring all related school responsibilities are met appropriately.
- Overseeing and empowering other leaders in areas of risk and compliance to ensure appropriate and rigorous systems exist and are implemented to ensure regulatory compliance;

General

- Believe in and uphold the School's Vision and Mission Statements and the ethos of the School as defined in the Statement of Faith;
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- Lead by personal example, assisting the ELT to maintain a Christian culture and atmosphere in the School that reflects a loving and caring community in which excellence in all matters is sought.

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- Agree to abide by and uphold the Policies and Procedures of the School;
- Actively pursue and participate in professional development activities, which will ensure skills and knowledge are current and reflect best practice;
- Promote healthy and timely communication, as necessary and in accordance with policy, between all members of the School community;
- Attend Board, Committee, ELT and other meetings as requested;

SPECIFIC AREAS OF RESPONSIBILITY

The Risk and Compliance Manager is expected to:

- Strong understanding and application of Australian Risk Management and Compliance Standards
- Ability to understand and interpret legislation and translate key information to key stakeholders
- Provide reports to the Board of Directors on outcomes and findings of internal review.
- Provide consistent oversight in areas of risk & compliance with more direct involvement in some areas as required while empowering staff with specific responsibilities and expertise;
- In collaboration with the ELT, assist in the identification and development of appropriate risk management systems, procedures and controls;
- Ensure appropriate culture, systems, documentation, processes and practices are evaluated, planned, documented and audited regularly.
- Support the ELT to carry out their risk management and compliance responsibilities;
- Lead or participate in committees and meetings as required;
- Work closely with staff (both directly and via Heads or Managers) to ensure risk and compliance obligations are met;
- Work with and train new staff in risk and compliance awareness and implementation.
- Assist with the research, writing, updating and implementation of risk management-and compliance related plans and processes, and assisting with training in relation to the same, including facilitating and planning of in-service programs.
- Have a key role in ensuring the School and its staff meet Duty of Care obligations appropriately.
- Maintain appropriate and confidential records.

Other

- Put systems in place to ensure compliance with current government legislation and Australian Standards and promoting this awareness amongst staff.
- Maintain a knowledge of Department of Education and other requirements, including relevant Acts, in relation to operating a Kindergarten, and assisting in ensuring compliance.
- Ensure the School remains compliant with its registration requirements as outlined by VRQA minimum standards and other government regulatory authorities.
- Attend meetings as appropriate, including meetings that may be held outside of normal work hours.

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- Other related responsibilities as required by the Board or Business Manager as appropriate.

Authority

Risk & Compliance Manager is granted authority by the Executive Principal to review, recommend and draft changes to existing procedures and/or draft new procedures for consideration by the ELT.

The Risk & Compliance Manager has no direct authority to change or implement policies or procedures.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Protection and Safety Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust;
- Ability to model and maintain the school's values;
- Experience in working with children;
- An understanding of appropriate behaviours when working with children.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Level of Executive Leadership Team satisfaction;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

Key Selection Criteria

The position requires the Risk & Compliance Manager to:

- Be able to provide a satisfactory Working with Children Check.
- Have relevant qualifications and/or experience in the area of risk and compliance;
- Have and maintain a strong, working knowledge of current Chairo School policies and Board operations;
- Be proficient in the use of relevant technology and information systems;
- Be diligent and meticulous, with a keen eye for detail;
- Maintain confidentiality at all times;

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- Work effectively and cooperatively with the ELT, individual members of the ELT and the Board;
- Have a demonstrated ability to develop plans, systems, processes and relevant documentation, and communicate effectively orally and in written form;
- Have the ability to prepare and lead staff training as required;
- Have the ability to work individually and as part of a team;
- Have excellent organisational and record keeping skills;
- Have the ability to build effective working relationships;
- Have self-motivation, commitment and enthusiasm;
- Have a willingness to learn and to reflect on and evaluate own performance.