



POSITION DESCRIPTION

AUDIT, RISK AND REPORTING OFFICER

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to innovative pedagogy with strong learning outcomes across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

The Audit, Risk and Reporting Officer (ARRO) is responsible for supporting the audit and risk capability function on behalf of the College, delivering professional value in risk management, audit, advisory, investigation and corruption prevention services to improve the efficiency, economy and effectiveness of College's operations, its system of internal and external quality control and ethical culture.

The purpose of this role is to champion the College's strategy on audit, risk, child safeguarding, WHS, overall governance management and compliance obligations on behalf of the College. The position is pivotal in supporting the enterprise-wide risk and governance management services for the College, including integral support to the College's WHS agenda.

The ARRO effectively supports the College's risk management framework which is designed to support decision making by aligning these to strategic goals and ensuring the overall compliance with relevant policies and statutory requirements.

The ARRO provides operational support and timely advice to the College Principal, Assistant Principal, Leadership Team, the Audit and Risk Committee (ARC) on issues involving audit, risk, and compliance management, WHS, Child Safeguarding Obligations and relevant controls.

The ARRO reports directly to the Assistant Principal and works collaboratively with the College Leadership Team, the Audit & Risk Committee, the College Board, the Child Safeguarding Committee, WHS and other committees.

This position is required to provide keep up to date with up-to-date advice on any legal, regulatory or compliance frameworks which may apply to the College and its overall operations and advising the College Leadership Team accordingly.

This role acts as a critical member of the various committees for WHS, Risk and Compliance Committees, Good Samaritan Education networks, including but not limited to the Work Health and Safety Committee and the Child Safeguarding Committee.

Role Responsibilities

Specific responsibilities of the Audit, Risk and Reporting Officer include:

Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan by

- Upholding the Benedictine value of service to others in community.
- Providing a standard of service which will support the realisation of the College's Vision and Mission and Good Samaritan ethos.
- Supporting perspectives which are consistent with the Catholic ethos of the College and the Strategic Plan.
- Participating in and supporting College and community events.
- Attending College liturgical celebrations as required.
- Developing and continuing harmonious relationships with the Principal, Assistant Principal, Leadership team, Teaching and non-teaching Staff, members of GSE networks and relevant members of the College Board through daily interaction.

Child safeguarding

- Ensuring compliance with the NSW Child Safeguarding Standards.
- Support the College Leadership in their decision-making about child safe matters.
- Monitor trends and changes in legislation relating to Child Safeguarding.

Leading the promotion of Quality Relationships by

- Supporting the College's robust compliance and risk management framework.
- Supporting the College priorities in audit, risk, governance and compliance and fostering a risk-aware culture which promotes a safe learning community for students and staff.
- Supporting an environment which enables and actively promotes Child Safeguarding. Implementing and ensuring compliance with the Child Safe Standards.
- Supporting a healthy, positive, nurturing and safe learning community.
- Supporting a culture of risk, safeguarding, effective WHS practices and processes and compliance awareness across the College.
- Actively engaging with the College Board, GSE networks of practice and other stakeholders with the purpose of sharing expertise, advice to improve the College's systems and processes.
- Identify issues, manage incidents, conduct audits and control testing, complete risk assessments, quality assurance compliance and assist with building a risk aware culture and capability within the College community.
- Support risk owners with understanding their responsibilities, manage risks and ensure the College's compliance with legislation and regulations.
- Participating and contributing to the Communities of Practice across the Good Samaritan Education network.
- Being committed to ongoing personal planning and professional development to enhance the level of service presented.

- Demonstrating flexibility and teamwork by taking on other roles and responsibilities in collaboration with the non-teaching staff as required.

Supporting the College in the strategic direction of promotion of school wide risk mitigation agenda:

General

- Ensuring and fostering a child safe culture and environment.
- Provide advice to the Leadership Team to develop a positive risk aware culture and build the College capability in this area.
- Implement and manage internal practices, procedures and systems to ensure the College and its staff comply with health and safety, privacy, child protection and duty of care obligation.
- Keep abreast of and advise the Leadership Team on changes in relevant legislation and policies to ensure ongoing regulatory compliance.
- Manage the College's policy framework, including its review and monitoring.
- Ensuring that staff across the College are appropriately trained in all matters of risk and compliance, as well as effectively implementing College's policies and procedures as required.
- Ensure compliance with the College's audit plan.
- Providing governance, risk assessment and assurance advice and interventions that contribute to managing significant reform and change.
- Ensuring the implementation of controls and the effectiveness of controls.
- Monitoring governance systems in an effective manner and ensuring an awareness of the need for ethical conduct across the College.
- Support the College's systems and processes to comply with health and safety, privacy, child safeguarding and duty of care obligations.
- Support the College with managing complex problems, issues and challenges associated with risk management and governance practice. Supporting the development of alternatives and interventions in an environment where there is a lack of precedent systems.

Internal Audit, Risk and Governance

- Implement and manage the audit and risk management framework.
- Manage the College's policies and procedures.
- Ensure compliance with the College Audit Plan
- Support external audits and carry out internal audits.
- Support the implementation of the audit's recommendations.
- Provide risk based advice.
- Support the reporting to the Audit and Risk Committee (ARC).
- Support to the Assistant Principal, Principal and College Leadership team on the application of audit best practice, policy, policy development and statutory compliance. This involves regular reporting and progress of actions around audit and risk methodologies, risk exposures and appropriate course of action to take to set the correct tone to enhance a risk culture.
- Foster a risk aware culture, providing support and assisting with building staff's capability.
- Maintain and support the improvement of both the risk and audit program in terms of standard of reports, commitment of resources and number of audits completed.
- Report on risk and recommend controls and practices to improve risk management.
- Support the management of operational risks.
- Support the implementation of relevant projects to support the College's Risk Management Framework.
- Filing regulatory reports and other documentation.
- Communicate policies to the College's staff, support and deliver training in the College's policies.

Risk Management reporting

- Support the review and maintenance of the College's Risk Management Framework, Compliance Framework and related strategies, including Risk Appetite Statement, policies, registers, control assurance testing, evaluating, training and reporting.
- Promote College awareness and compliance with current legislation at leadership team meetings and relevant staff meetings and briefings as required.
- Oversee the administration and maintenance of the College's compliance modules and platforms including, policies, assurance and staff learning systems.
- Contribute to the review of the College risk management policy and strategy.
- Advise the Executive of any changes to Rosebank's risk profile and make recommendations in relation to risk and safety.
- Prepare Board-level reports on the College's risk profile and safety.
- Report to the Risk and Audit Committee on Strategic Risk and Compliance matters as required with the support of the Assistant Principal.

WHS

- Supporting the completion of risk assessments required by the College, including incursions and excursions.
- Managing hazards and incidents.
- Leading the WHS management plans with the College WHS committee, Dean of Administration and Assistant Principal.
- Leading the work health and safety (WHS) and regulatory compliance by monitoring the recording of incidents, analysing data to identify hazards and risks and recommend potential corrective action to the Leadership team.
- Support the College in meeting its WHS obligations by monitoring their consistency, completeness and integrity of overall processes.

Compliance and Policy

- Manage the Colleges' compliance obligations in accordance with the relevant legislation, including WHS, Child Safeguarding, Privacy and Whistleblower obligations.
- Liaise directly and regularly with the Dean of Professional Learning and Culture to ensure College compliance modules are included in the College's professional development calendar and that any necessary staff training forms part of the training plan for all staff.
- Maintain and improve a robust compliance system including policies, procedures, training, monitoring, reporting and review.
- Support the College through legal and regulatory changes that affect the College and ensures that policies and procedures provided are compliant with current legislation and updating policies.
- Key updates to the Principal, Assistant Principal and Leadership Team of any material compliance or policy matters requiring attention or update.
- Manage the College's assurance risk register/Key Risk Indicators (KRI's) and policy suite.

Working with the Assistant Principal by:

- Supporting and updating College emergency procedures training required, including coordinating regular fire and lockdown drills.
- Attend as a member of the WHS Committee and record all WHS related training including Asthma, First Aid, and Fire Safety etc.
- Supporting the College by ensuring that appropriate registers of hazards and incidents are in place, maintained and updated.

- Supporting audits/reviews (engaging with external agencies where needed).

Contributing to a serviced orientated culture as a middle leader employed by the college to

- Promote a welcoming environment to maintain and promote positive relationships with all staff and the broader community including the College Board.
- Participating in support staff meetings.
- Demonstrating flexibility and teamwork by taking on other roles and tasks within the support staff team as needed from time to time.
- Supporting the College priorities to achieve a positive and nurturing learning community for students and staff.

Any other appropriate duties as assigned by the College Assistant Principal or his/her delegate.

The College may vary this Position Description, in response to the changing needs of the organisation.

Hours of Work and Location

8.00am – 4.00pm (including school holidays)

Location (onsite): Rosebank College, 1A Harris Road, Five Dock NSW 2046

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ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
- Embrace opportunities with agility and imagination
- Respond with empathy and act with determination and compassion
- Accept humility and service as a source of strength to empower others
- Act as brave and critical thinkers who persevere with challenges
- Advocate with moral courage for the good of others and our environment

Rosebank College has zero tolerance for child abuse. Rosebank College supports and respects all children. Child safety and wellbeing are embedded in our practices. Rosebank College is committed to providing students with a safe, healthy environment.

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