



Risk and Compliance Manager

Position Description

Position:	<i>Risk and Compliance Manager</i>
Commencement:	<i>22 June 2026</i>
Employer:	<i>St Joseph's College Geelong</i>
Location:	<i>Geelong, Victoria</i>
Award:	<i>Catholic Education Multi Enterprise Agreement 2022</i>
Contract:	<i>Full Time</i>
Category:	<i>Education Support Level 5 Category C (normally works 45 weeks per year and receives seven weeks' paid non-term weeks)</i>
Wage Range:	<i>\$107,245 – \$118,390 + superannuation</i>
Closing Date:	<i>3 May 2026</i>

About Us

St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

As a Catholic school we aspire to form students' hearts and minds to act with Integrity and Compassion within a learning culture that is engaging, rigorous, inclusive, innovative and within which each student is challenged to achieve excellence.

Role Summary

The Risk and Compliance Manager is responsible for the day-to-day implementation of risk mitigation, policies and procedures. A primary responsibility is the implementation and maintenance of the College policy, compliance and incident management platforms including the development and delivery of system support processes, tools and training. The position supports Leadership in promoting and improving the risk and compliance culture.

Maintaining effective communication and collaboration with key stakeholders is critical to the success of this role.

Key Responsibilities and Duties

RISK MANAGEMENT

- Facilitate the College's risk management system and applicable documentation to enhance the mitigation and management of risk. This will involve providing reports and data analysis as appropriate.
- In conjunction with senior managers across the College ensure that the College has a comprehensive and effective framework of internal and external risk controls and effective risk management system.
- Support Risk Management Processes of the College, including onsite and offsite student activities.
- Manage and update the College's risk management system, paying particular attention to changing risks, both rising and falling and the mitigation measures necessary to ensure appropriate management thereof.
- Manage and monitor the risk reporting framework to support the Principal, Leadership Team, Governance & Risk Committee and EREA VSL.
- Liaise with teaching staff to ensure risk management compliance in regard to activities (overseas

tours, camps, trips, tours, excursions and incursions).

- Support staff to develop risk assessments for activities and review those assessments prior to sign-off in EMS 360 ACE.
- Review and undertake audits, risk assessments and accident, injury and incident investigations and identify contributing factors to define preventable actions to avoid a recurrence and make recommendations.
- Review risk with the risk owners on a scheduled basis and in line with Federal and State Government Compliance Code and relevant Australian Standards.
- Assist the ICT Manager to review the application of IT tools to assist in risk management
- Develop and provide training for staff as required.

COMPLIANCE

- Ensure that the College is compliant with all State and Federal legislation, and that an effective risk compliance system is in place.
- Ensure timely compliance and reporting to Government agencies and EREA VSL as appropriate.
- Review, revise and maintain the College's Management System documentation to identify the need for corrective action and ensure on-going compliance to VRQA requirements for Registration and accreditation.
- Identify compliance awareness requirements and breach processes including reporting and any areas where the College is non-compliant with statutory and governance standards and initiate remedial action with Leadership Team and /or compliance obligation owners.
- Manage the College's compliance monitoring system(s) and database ensuring policies and procedures are updated.
- Manage and maintain the College's risk registers.
- Schedule compliance obligations and develop processes to ensure relevant staff are organised to provide appropriate information and forms to meet these obligations.
- Oversee the regular review and update, as appropriate, of college policies and procedures to reflect changing regulations and best practices.
- Support staff to ensure that they are up to date with all current compliance requirements.

POLICIES AND PROCEDURES

- Collaboratively coordinate, with a range of stakeholders, to review, maintain and develop policies, a policy register, manuals and forms and to ensure they are updated, implemented and communicated effectively in the community.
- Publish policy updates on the Policy website and the College website where appropriate.
- Ensure the communication, as appropriate, to staff, students and families, of changes in policy and procedure.
- Identify policy gaps and work with internal experts to develop comprehensive policies addressing those gaps.
- Develop and facilitate training for staff on compliance policies and risk management strategies.

GOVERNANCE

- Assist the Principal to manage the process for documenting fit and proper persons declarations and other related statutory annual requirements.
- Work closely with the Chair of the Governance and Risk Committee to determine the strategic direction for risk and compliance.
- Align risk management practices with the school's broader strategic goals and future initiatives, ensuring a proactive approach to risk that supports the College's long-term vision.

OCCUPATIONAL HEALTH SAFETY AND WELLBEING

- Have a commitment to and awareness of matters in relation to Occupational Health Safety and Wellbeing.
- Maintain and contribute to individual and collective responsibility for Health Safety and Wellbeing at the College.
- Keep up-to-date on legal and/or regulatory changes that may impact the College and make recommendations where existing policies and procedures may require review.
- Develop, implement, and monitor Occupational Health and Safety (OHS) policies and procedures to ensure a safe learning and working environment.
- Coordinate training as appropriate for staff in risk management, safety, system identification, assessment and control of hazards in the workplace.

- Provide specialist advice and support to staff in relation to OHS&W and Risk Assessment and Management matters.
- Collate and analyse OHS incident and accident statistics and report to the relevant Committees
- Conduct regular OHS audits and risk assessments to identify hazards and recommend appropriate controls.
- Serve as Secretary to the College OHS and Wellbeing Committee.

INCIDENT MANAGEMENT

- Establish protocols for reporting, investigating, and resolving compliance and risk-related incidents.
- Manage investigations into compliance breaches and recommend corrective actions.
- Establish processes for investigating and analysing data with respect to reportable incidents.

EMERGENCY MANAGEMENT

- Oversee the implementation and review of the College's Critical Incident Management Plan, including emergency management planning (Displan).
- Oversee the implementation and review of the College's Emergency Management Plan to ensure emergency and evacuation procedures, practices and guidelines are regularly updated and embedded across the College.
- Coordinate training for as required including EMP and CIMP training.
- Coordinate the activities of the College's EMP committee and the annual review of the EMP.

OTHER DUTIES

- Member of Governance and Risk Committee
- Other duties as directed by the Principal and Business Manager.

CHILD SAFETY

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects school values.
Implement strategies which promote a healthy and positive learning environment.

Personal Qualities

Mandatory licensing:

All individuals employed by the College need to have a Working with Children (Employee) Card and a National Police Record Check.

Essential

- Strong understanding of risk management frameworks and compliance principles.
- Knowledge of relevant regulatory environments (e.g., education, Victorian Registration and Qualifications Authority (VRQA), Health Safety and Wellbeing, Child Safeguarding).
- Excellent analytical, problem-solving, and critical-thinking skills.
- Strong communication skills, with the ability to influence and educate stakeholders.
- High attention to detail and strong organisational skills.

Desirable

- Tertiary qualifications in Risk Management, Compliance, Business, Law, Education Administration, or a related field.
- Experience with Governance, Risk and Compliance systems.
- Professional certifications (e.g., ISO 31000, Compliance Institute, CPA, CISA, CAMS).
- Experience in audit, legal, or regulatory roles.

Personal Attributes

- Excellent communication skills.
- Integrity and sound judgment.
- Proactive and solutions-focused mindset.
- Ability to work independently and collaboratively.

- Comfortable navigating ambiguity and complex regulatory environments.
- Strong IT skills. The ability to relate well to staff and students.

Application

For more information **and to apply** please refer to the *Employment Opportunities* section on the College website www.sjc.vic.edu.au

Should you require any further detail please contact:

Human Resources Manager

Email: recruitment@sjc.vic.edu.au

Ph: 03 5226 8131

St Joseph's College prides itself in developing the students that demonstrate:

Compassion

Innovation

Integrity



Liberating
Education



Gospel
Spirituality



Inclusive
Community



Justice and
Solidarity



Employee Value Proposition

At St Joseph's College Geelong, we are committed to fostering a culture of excellence where all staff and students are valued and respected. Our Catholic boy's secondary school, situated across two campuses in Geelong, offers a supportive and dynamic work environment that encourages personal and professional growth. Join us, and become a part of a community dedicated to nurturing the minds and hearts of young men.

Why Work at St Joseph's College Geelong?

A Culture of Excellence and Respect

At St Joseph's College Geelong, excellence is not just a goal; it is a culture. Our dedicated staff strive to provide the highest quality education, instilling a love for learning and a pursuit of personal bests in our students. It is wonderful to have students say “thank you” after each class. We value and respect every member of our community, fostering an inclusive environment where everyone is welcome and their contributions are recognised and celebrated.

Compassion, Innovation and Integrity

Are integral to all that we do. Our staff experience support and understanding when they or family members are ill. We have the largest school based Virtual Reality Lab in Australia, we explicitly teach students ‘self-directed learning skills’ and offer micro credentialling in addition to traditional reporting. Integrity is visible in every decision we make.

Outstanding Facilities

Our Edmund Rice Campus, perched on top of Newtown Hill, boasts outstanding facilities that enhance both teaching and learning experiences. With state-of-the-art classrooms, cutting edge technology, and extensive sporting facilities, we provide an environment where both students and staff can thrive. The campus's stunning views over Corio Bay, Barwon Valley, and the You Yangs create an inspiring backdrop for educational excellence.

Strategic Location

Conveniently located close to the Geelong Ring Road, both campuses offer easy access for staff commuting from the Geelong region including the Surf Coast and Bellarine Peninsula.

Bespoke Year 9 Curriculum at Westcourt Campus

Our Year 9 Westcourt Campus provides a unique, intimate learning environment with a bespoke curriculum designed to meet the specific needs of our students. With a strong focus on personal development, this campus allows educators to deliver tailored programs that support each student's growth, both academically and personally. As a staff member, you will have the opportunity to make a significant impact on the lives of young men during a crucial stage of their development.

Professional Development Opportunities

At St Joseph's College Geelong, we believe in continuous learning for our staff. We provide opportunities for formation in the Edmund Rice charism. We offer comprehensive professional development programs that support career progression and skill enhancement. We promote from within, creating a leadership pathway for teachers. Whether you are an experienced educator or new to the profession, you will find opportunities to expand your knowledge, collaborate with colleagues, and stay at the forefront of educational best practices.

Strong Community and Supportive Environment

Our school is built on strong community values, where teamwork, collaboration, and mutual support are at the core of everything we do. As part of the St Joseph's College Geelong family, you will join a network of passionate educators and staff who are dedicated to making a positive difference in the lives of our students.

Commitment to Wellbeing

We prioritise the wellbeing of our staff and students. Our comprehensive wellbeing programs and initiatives ensure a healthy work-life balance which is assisted by midweek rather than weekend sporting commitments and we provide support for mental, emotional, and physical health. Our staff have access to our fully equipped gym and high performance centre. We believe that a happy and healthy staff is essential for creating a positive and productive learning environment.

Benefit Summary:

- employee stability
- regional / rural / coastal living
- accessible commute
- commitment to diversity in employment and enrolment practices
- extensive position of leadership opportunities
- teaching and leadership mentoring, professional development and support
- encouragement and financial support to undertake further educational studies (eg Masters programs)
- free first aid training
- extensive compliance training
- access to college facilities including resource library, gym and high-performance centre
- wellbeing programs including yoga and supervised personal training
- state-of-the-art contemporary learning spaces
- laptop provision to all staff
- staff uniform for specific positions
- annual teaching excellence and service awards
- great work life balance
- family prioritisation (eg we will often have primary students sitting in the back of staff meetings or in the staffroom on primary student free days)
- opportunities to attend local, national and international immersion programs
- opportunities within service learning
- extensive learning diversity support staff, AFL trainees and tutors to assist teachers in classrooms
- collaboration built into meeting structures
- in term professional learning days
- teaching opportunities within 7 to 10 curriculum, applied learning, VET, VM and VCE
- staff discount for students at the College
- awards for best teacher and best support staff (peer nominated) presented annually at a 'staff gratitude luncheon' at a function centre. Winners receive a certificate, honour board entry and \$500
- flexibility in our implementation of the Multi Enterprise Agreement resulting in increased flexibility in home time, requirements to be onsite
- the two meeting a week, rule, is not enforced. After-school meetings are rotated to ensure they meet the needs of the College and staff professional learning
- liberal access to leave

Join Us

If you are passionate about education and want to be part of a community that values excellence, respect, and personal growth, St Joseph's College Geelong is the place for you. Together, we can inspire and empower the next generation of young men to achieve their full potential.

Apply today and embark on a fulfilling career with St Joseph's College Geelong, where your dedication and expertise will be valued, and your contributions will help shape the future.