

Position description

RISK, OH&S and COMPLIANCE MANAGER

**REPORTING TO:**

Director of Business, with a functional reporting line to the Executive Principal and the Board Finance and Risk Committee

APPOINTMENT:

Full-time, ongoing

CLASSIFICATION:

PVCC Enterprise Agreement 2025

DIRECT REPORTS:

Nil at commencement, with scope to lead working groups and coordinate staff across functions

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of more than 1000 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent semi-rural area with spectacular views to the Kinglake Ranges. Plenty Valley Christian College is committed to developing high-quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close working partnership with parents to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff, prepare students to be active in improving their broader community and with every staff member playing a role in the pastoral care of the students.

As a registered Victorian school, the College operates within a closely regulated environment and is committed to meeting and exceeding its obligations under the Education and Training Reform Act 2006 and associated regulations, the prescribed minimum standards for registration overseen by the Victorian Registration and Qualifications Authority, the Child Safe Standards, and applicable occupational health and safety legislation. The College seeks a capable and values aligned professional to strengthen and embed its frameworks for risk, policy, compliance, assurance and safety.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

Position description

RISK, OH&S and COMPLIANCE MANAGER



POSITION OBJECTIVES

The Risk, OH&S and Compliance Manager provides expert leadership, coordination and advice that strengthens the College's capability across the full spectrum of enterprise risk management, policy governance, regulatory compliance, internal assurance and safety management.

Reporting to the Director of Business and working closely with the Executive Principal, the Executive team and the Board sub-committees and staff, the position designs, implements, monitors and continuously improves the integrated frameworks, systems and controls through which the College manages risk, demonstrates compliance with its legal and regulatory obligations, and maintains safe environments for students, staff, volunteers and visitors.

Child safety and wellbeing sits at the center of this role. The Risk, OH&S and Compliance Manager is a key custodian of the College's child safe culture and is responsible for ensuring the practical and ongoing implementation of the Child Safe Standards and Ministerial Order 1359 across all areas of operation.

RESPONSIBILITIES

The Risk, OH&S and Compliance Manager is accountable for the following areas of responsibility. The position is expected to balance strategic framework development with practical, daily operational support to staff across the College.

Risk Management

- Lead the design, implementation, review and continuous improvement of the College's enterprise risk management framework, aligned to AS ISO 31000:2018 and to good governance practice.
- Develop and maintain the College's strategic, operational, child safety and emerging risk registers, ensuring risks are identified, assessed, treated, monitored and escalated appropriately.
- Facilitate risk assessments and risk workshops across the College, including for new initiatives, projects, activities, events, camps, excursions, capital works and contractual arrangements.
- Develop and maintain the College's risk appetite and tolerance statements in consultation with the Executive and the Board, and assess key risks against agreed appetite.
- Establish and maintain risk reporting, including a risk dashboard and periodic reports and insights.
- Coordinate business continuity, critical incident and crisis management planning, including the development, testing and review of plans, and support the College's emergency management arrangements.
- Develop, coordinate and deliver risk management training, induction and awareness to build staff capability and embed risk into everyday decision making.

Policy

- Lead and coordinate the College's policy governance framework, including a central policy register, consistent templates, clear ownership, version control and a scheduled review cycle.
- Develop, review and update policies and procedures to ensure they are accessible, current with school best practice, legally compliant, practical, consistent and aligned to the College's values and obligations.

Position description

RISK, OH&S and COMPLIANCE MANAGER



- Ensure mandatory policies required under Ministerial Order 1359, Ministerial Order 706 and the minimum standards for registration are in place, endorsed, accessible and implemented.
- Provide advice and guidance to staff and leaders on the interpretation and application of College policies, and monitor adherence in practice.
- Support the Executive and the Board in the endorsement and approval of policies, and maintain records of approvals, communication and staff acknowledgement.

Compliance and Assurance

- Develop and maintain a compliance framework and obligations register that captures the College's legal, regulatory, registration and contractual obligations and the controls in place to meet them.
- Monitor and provide assurance on compliance with the Education and Training Reform Act 2006 and associated regulations, the minimum standards for school registration administered by the Victorian Registration and Qualifications Authority, Ministerial Order 1359, Ministerial Order 706 and other applicable Ministerial Orders and legislation.
- Lead the College's preparation for and response to external reviews, audits and registration processes, including the coordination of evidence, gap analysis, rectification planning and tracking of actions to completion.
- Design and deliver a risk based internal assurance and self assessment program that tests the operation and effectiveness of key controls and reports findings and recommendations to the Executive and the Board Audit and Risk Committee.
- Coordinate the management, recording, investigation and reporting of complaints, incidents and reportable conduct matters in accordance with the College's obligations, including obligations under the Reportable Conduct Scheme, and identify systemic causes and improvement opportunities.
- Maintain registers and tracking for compliance obligations, audit findings, recommendations and corrective actions, and provide regular status reporting.
- Monitor changes to legislation, regulation, Ministerial Orders and sector guidance, assess the implications for the College, and advise on required changes to policy and practice.

Safety Management

- Lead the development, implementation and continuous improvement of the College's occupational health and safety management system, consistent with the Occupational Health and Safety Act 2004 and associated regulations.
- Coordinate hazard identification, risk assessment, safe systems of work, incident and hazard reporting, investigation and corrective action across all sites.
- Support and coordinate the College's health and safety committee and consultation arrangements, and promote a positive and proactive safety culture among staff, students, contractors and volunteers.
- Oversee contractor and visitor management, including induction, verification of insurances and qualifications, and safety compliance on College sites.
- Coordinate emergency management planning, drills and training, and support the College's response to emergencies and critical incidents.

Position description

RISK, OH&S and COMPLIANCE MANAGER



- Coordinate the College's incident and hazard reporting system, ensuring incidents, near misses and hazards are captured, triaged, investigated, recorded and closed out, with corrective and preventative actions assigned, tracked to completion and verified for effectiveness.
- Analyse incident and hazard data to identify themes, trends, root causes and emerging risks, and use these insights to drive preventative action and continuous improvement, reporting findings and recommendations to the Executive, the health and safety committee and Board.
- Oversee the safe planning and conduct of excursions, incursions, camps, tours, sporting activities and events, including risk assessment, approval workflows, consent, supervision and the management of student medical and care information.
- Assure on the management of student health needs in line with regulatory obligations, including anaphylaxis management under Ministerial Order 706, asthma and other medical and care planning requirements.

Child Safety (Operational Implementation)

- Drive the practical and ongoing implementation of the Child Safe Standards and Ministerial Order 1359 across all areas of College operations.
- Maintain child safety policies, the child safety risk register and the child safety and wellbeing risk management plan, and ensure regular review after any significant incident and at least every two years.
- Oversee compliance with safe recruitment, screening and onboarding practices, including the management and currency of Working with Children Checks and other suitability requirements for staff, contractors and volunteers.
- Support child safety and risk training, induction and awareness so that staff understand their obligations, including mandatory reporting, the Four Critical Actions and the College's responding and reporting procedures.
- Support the role of child safety officers and champions and contribute to a culture of empowerment, participation and family and community engagement.
- Ensure complaints, concerns and child safety incidents are recorded, analysed and used to identify causes, systemic failures and continuous improvement.

Board Company Secretary Administrative Support

This role provides high-level administrative and coordination support to the Board Company secretary, ensuring effective governance practices, compliance, and the smooth operation of Board-related processes.

- Maintain a secure and well-organised Board portal or document management system, ensuring timely access to accurate and compliant documentation.
- Assist the Company Secretary in maintaining governance records, including Board policies, Board and Committee charters, and governance registers.
- Support and provide advice for compliance with regulatory and organisational requirements (e.g. ACNC, Corporations Act where applicable, and school-specific governance frameworks).
- Assist the Board Chair with Board inductions, ongoing Board professional learning, and governance reviews.

Position description

RISK, OH&S and COMPLIANCE MANAGER



- Assist in the preparation and coordination of statutory and governance reporting, including annual reporting, declarations, and regulatory submissions where required.
- Support the tracking of key compliance activities, deadlines, and Board reporting calendars.

Leadership, Advice and Stakeholder Engagement

- Act as a trusted adviser to the Executive Principal, and the Executive team and the Board on matters of risk, compliance, assurance and safety.
- Stay abreast of contemporary school sector best practice and maintain professional currency through networks, professional development and sector bodies, applying this insight to drive continuous improvement across the College's risk, compliance and safety frameworks.
- Prepare clear, accurate and timely reports, papers and advice for the Executive and the Board
- Build the capability and confidence of staff across the College through training, coaching, guidance and the provision of practical tools and templates.
- Engage constructively with regulators, auditors, insurers, advisers and sector bodies as required.
- Promote and model the values and Christian ethos of the College in all aspects of the role.

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Director of Business or the Executive Principal, may, at their discretion, vary the responsibilities of the role as operational situations arise, consistent with this position within the College.

KEY RELATIONSHIPS

Relationship	Stakeholders
Internal	Executive Principal, Director of Business, Executive and leadership team, heads of department, child safety champions, health and safety committee, teaching and support staff, students
Governance	Board of Directors, Board Sub-Committee as relevant.
External	Victorian Registration and Qualifications Authority, Social Services Regulator, Commission for Children and Young People, Department of Education, auditors and advisers, contractors, parents and carers, sector and association bodies

Position description

RISK, OH&S and COMPLIANCE MANAGER



KEY SELECTION CRITERIA

Essential

Demonstrated experience working within a Victorian school is mandatory for this position.

- Mandatory current and substantial experience in a risk, compliance, governance, assurance or safety role within a Victorian school, with a thorough working knowledge of the Victorian school regulatory environment.
- Comprehensive knowledge of the Child Safe Standards and Ministerial Order 1359, the Reportable Conduct Scheme and the College's child protection and mandatory reporting obligations.
- Sound knowledge of the minimum standards for school registration, the Education and Training Reform Act 2006 and associated regulations, and applicable Ministerial Orders, including Ministerial Order 706.
- Demonstrated expertise in enterprise risk management, including the application of AS ISO 31000:2018, the development of risk registers, risk appetite and risk reporting.
- Demonstrated experience in developing and maintaining policy frameworks, compliance and assurance programs, and internal audit or control monitoring activity.
- Knowledge of occupational health and safety obligations and experience in implementing and maintaining safety management systems in a complex operational setting.
- Highly developed written and verbal communication skills, including the ability to prepare reports and advice for executive and board audiences and to explain technical requirements to a non technical audience.
- Strong interpersonal, stakeholder engagement and influencing skills, sound judgement, discretion and the ability to handle sensitive and confidential matters with integrity.
- Strong organisational skills with the ability to manage competing priorities, work autonomously and deliver to deadlines.
- A genuine commitment to child safety and wellbeing, and the ability to support and uphold the Christian ethos and values of the College.

Highly Preferred

Experience using the Consent2Go platform is highly preferred, including the configuration and administration of activity and excursion planning, approval workflows, risk assessment, consent, communications and the management of student medical and care information within the platform.

- Relevant tertiary qualifications in risk, compliance, governance, business, law, work health and safety or a related discipline.
- Professional membership or credentials such as those of a recognised governance, risk, audit, compliance or safety body.
- Experience supporting external regulatory reviews, registration processes or audits in a school setting.

Position description

RISK, OH&S and COMPLIANCE MANAGER



- Familiarity with risk, compliance, policy or incident management systems and reporting tools.
- Supportive member of college spiritual life, including active participation in and occasional leading of Christian staff devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification
 - First Aid Level II qualification

Interpersonal skills

- Capacity to speak to positions of authority with confidence
- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Ability to provide information to a culturally diverse public
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative
- Demonstrated skill in identifying and implementing improvement and change
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage several competing tasks

QUALIFICATIONS, EXPERIENCE AND MANDATORY CHECKS

- A current Working with Children Check (employee) valid for use at the College is mandatory and must be maintained for the duration of employment.
- A satisfactory National Police Check is required prior to commencement.
- Mandatory experience within a Victorian school, as set out in the key selection criteria.
- Verification of the right to work in Australia.
- Completion of College child safety, mandatory reporting and other induction requirements on commencement and as scheduled thereafter.

CHILD SAFETY RESPONSIBILITIES AND SUITABILITY

All staff at Plenty Valley Christian College share responsibility for child safety and wellbeing. In addition to the specific responsibilities described above, the Risk and Assurance Manager is required to:

- Comply with the College's Child Safety Code of Conduct, child safety policies and the Child Safe Standards at all times.

Position description

RISK, OH&S and COMPLIANCE MANAGER



- Promote the safety, participation and empowerment of all children and young people, including children with disability, Aboriginal children, children from culturally and linguistically diverse backgrounds and children of all sexualities and gender identities.
- Identify, respond to and report any concern, disclosure, allegation or suspicion relating to the safety or wellbeing of a child, in accordance with mandatory reporting obligations, the Four Critical Actions and College procedures.
- Maintain appropriate professional boundaries and model behaviour that protects children from abuse and harm.

The successful applicant will be subject to ongoing suitability and screening requirements. The College may vary these duties to reflect changes in legislation, regulation or operational requirements.

CONDITIONS OF EMPLOYMENT

- This is a full time, ongoing position with 6 weeks annual leave.
- The position is subject to a probationary period in accordance with the applicable terms of employment.
- Remuneration is by negotiation and commensurate with qualifications and experience.
- The role may require occasional work outside standard hours, including in response to incidents or emergencies.
- Employment is conditional upon the maintenance of all mandatory checks and the College's child safety and suitability requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Risk, OH&S and Compliance Manager reports directly to the Director of Business. The Risk, OH&S and Compliance Manager has the authority to take such action as directed by the Director of Business or as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College. The Risk, OH&S and Compliance Manager may be responsible for making recommendations to the Executive Principal on matters relevant to the operation of the group in which they are working.

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft, fire/arson and staff or student wellbeing

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from

Position description

RISK, OH&S and COMPLIANCE MANAGER



harassment, bullying behaviour and discrimination

Code of conduct and dress code – comply with all standards

Confidentiality – always maintain a high level of confidentiality

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2025.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ **Date** ____/____/____

Manager:

Name _____

Signature _____ **Date** ____/____/____