

Risk and Compliance Manager

Classification:	CEMEA 2022 Education Support Services, Category C, Level 4
Employment Type:	0.8 FTE and ongoing
Reports to:	Leader of Business Operations
Direct Reports:	N/A

Context

Sacred Heart College is a progressive, high-performing community rooted in deep traditions and a genuine culture of welcome. Our Catholic identity shapes our daily learning environment, encouraging both staff and students to embody the Mercy values of compassion, courage, hospitality, justice, respect and service. Guided by the 'Sacred Heart Way', we actively bring our founder, Catherine McAuley's vision to life.



At Sacred Heart College, we redefine the educational journey by bridging the gap between wellbeing and global responsibility. Our strategy goes beyond the traditional classroom, fostering a resilient community in which sustainable living and emotional intelligence serve as the foundation for breakthrough leadership. By harmonising heart and mind, we ignite a new generation of changemakers ready to tackle the world's most complex challenges with grit, grace and a deep commitment to the common good.



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Primary Purpose and Key Responsibilities

The Risk and Compliance Manager leads the development, coordination and continuous improvement of the College's risk and compliance framework, supporting the College to meet its legislative, regulatory and policy obligations and maintain a safe, well-governed environment.

The Risk and Compliance Manager provides expert advice and support to leaders across the College, identifies and manages emerging risks, and coordinates compliance activities, audits, reporting and reviews.

The Risk and Compliance Manager partners with key leaders to strengthen risk awareness, accountability and compliance across the College, overseeing risk and compliance processes relating to emergency management, policy and procedure, incident reporting, contractor compliance and compliance training.

Through strong relationships, sound judgement and a commitment to the College's mission and Mercy values, the Risk and Compliance Manager supports a culture of safety, continuous improvement and effective governance.

Key responsibilities include but are not limited to:

Risk Compliance and Governance

- Lead and continuously improve the College's risk and compliance framework to support the proactive identification, assessment and management of risk and compliance obligations.
- Partner with senior leaders and risk owners to maintain effective controls and embed risk and compliance practices across the College.
- Maintain the College's risk registers, compliance systems and relevant registers, ensuring risks, obligations and review requirements are documented and appropriately managed.
- Monitor legislative, regulatory and governance requirements and provide advice on emerging risks, compliance gaps and recommended actions.
- Oversee risk management processes for onsite and offsite activities, including camps, excursions, incursions, tours and overseas activities.
- Manage and coordinate audits, risk assessments and reviews, identifying opportunities for improvement and appropriate preventative or corrective actions.
- Prepare meaningful risk and compliance reporting, data and insights to support the Principal, Leadership Team and relevant internal and external stakeholders in informed decision-making.
- Support the Principal and Leader of Business Operations in meeting the College's governance and statutory obligations, including fit and proper person requirements and other relevant declarations.
- Develop and facilitate risk and compliance training and resources to build staff capability, awareness and accountability.



Insurance Management

- Manage and coordinate the College's insurance program in consultation with the Leader of Business Operations, ensuring coverage is regularly reviewed and aligned with the College's risk profile.
- Coordinate annual insurance renewals, including the collection and validation of asset values, declarations and information required by insurers, brokers and relevant governing bodies.
- Maintain accurate records of policies, coverage, exclusions, deductibles, renewal dates, claims and certificates of currency.
- Act as the key operational contact for the College's insurance broker, insurers, relevant governing bodies and internal stakeholders.
- Coordinate the notification, documentation and progression of insurance claims, liaising with insurers, brokers and relevant stakeholders as required.
- Coordinate responses to insurance audits, risk surveys and risk improvement recommendations.
- Review relevant contracts, facility hire arrangements and major activities to identify and address insurance requirements and potential compliance gaps.

Policies and Procedures

- Lead the coordinated review, development and continuous improvement of College policies, procedures, manuals and related documentation.
- Maintain the College policy register and oversee processes to ensure policies remain current, accessible, appropriately approved and aligned with legislative and regulatory requirements.
- Identify policy gaps and work with subject matter experts to develop clear and effective policies and procedures.
- Coordinate the communication and implementation of policy and procedural changes across the College.

Occupational Health, Safety and Wellbeing

- Promote a strong culture of occupational health, safety and wellbeing and support shared responsibility for a safe learning and working environment.
- Lead the development and continuous improvement of OHS policies, procedures and risk management practices.
- Provide specialist advice on hazard identification, risk assessment and appropriate control measures.
- Coordinate OHS training, audits and risk assessments, and monitor incident and accident data to identify trends and opportunities for improvement.
- Support the effective operation of the College OHS and Wellbeing Committee, including acting as Secretary where required.



Incident and Emergency Management

- Lead and manage processes for reporting, assessing, investigating and managing risk, compliance and safety-related incidents.
- Lead or coordinate incident investigations within the scope of the position, identifying contributing factors, corrective actions and opportunities for improvement.
- Monitor incident trends to inform preventative strategies and controls.
- Lead the implementation, review and continuous improvement of the College's Critical Incident Management Plan and Emergency Management Plan.
- Ensure emergency, evacuation and critical incident procedures are current, communicated and regularly tested.
- Coordinate emergency management training, exercises and the activities of the Emergency Management Planning Committee.

Other accountabilities and duties

In addition to the primary purpose and key priorities, the Risk and Compliance Manager will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development
- Provide advice and support to staff and leaders on matters within the scope of the role

The Risk and Compliance Manager will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- Leader of Business Operations
- College Leadership Team Assistant
- Executive Assistant to the Principal
- Principal and College Leadership Team
- College Wellbeing Subcommittee

Skills, Experience and Qualifications

Essential:



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- Relevant qualification in Risk Management, Compliance, Business, Occupational Health and Safety, Governance or a related discipline, or equivalent relevant experience.
- Sound knowledge of risk management, compliance, governance and relevant legislative and regulatory requirements.
- Demonstrated experience in managing risk and compliance processes, including risk assessment, compliance monitoring, incident management, audits and continuous improvement.
- Strong analytical, organisational and problem-solving skills, with the ability to exercise sound judgement, manage competing priorities and work autonomously.
- Strong written and verbal communication and interpersonal skills, with the ability to provide practical advice and build effective working relationships with a range of stakeholders.
- Commitment to upholding and promoting the College's mission and Mercy values.

Desirable:

- Professional Industry membership or involvement in relevant networks
- Understanding of the principles of a Catholic community organisation

This position requires a current Police Check and Working with Children Check.



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Child Safety

The Risk and Compliance Manager will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning and will proactively support a child safe environment.

Acknowledgment

A holder of this position acknowledges that:

- they have read and understood the general requirements of the position
- they are suitably qualified and capable to undertake the responsibilities within
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties, and
- other reasonable duties may also be allocated.



General Work Description - Education Support Services, Level 4 (VCEMEA)

Competency	- Competency at this level may include Level 1 – 3 competencies. In addition, competency at this level operates within broad principles set by management. - An employee at this level is expected to undertake a high proportion of tasks involving complex, specialised and/or professional functions. - A role at this level may coordinate or manage a specific functional responsibility and/or liaise with the general community, government agencies or service providers.
Judgement, Independence and Problem-Solving	Roles at this level will generally require employees to: - independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems. - use theoretical principles in modifying and adapting techniques.
Direction	Broad direction, working with a degree of autonomy.
Supervision	Roles at this level may be required to: - supervise students while performing their normal duties but may not be used instead of a Teacher. - co-ordinate or manage a specific functional responsibility and/or manage other employees including administrative, technical and/or professional employees.
Qualifications and Experience	Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to: - a degree with relevant work experience; - extensive experience and/or management expertise in the relevant field; or - an equivalent combination of relevant experience and/or education/training.

