



POSITION DESCRIPTION

RISK AND COMPLIANCE MANAGER

POSITION OBJECTIVE/S

The Risk and Compliance Manager will drive positive risk and compliance outcomes to support a achieve and maintain the College's risk and compliance culture.

KEY RESPONSIBILITIES

Leadership and management	<ul style="list-style-type: none"> • Demonstrate commitment to the College vision and mission within a Catholic context • Support the promotion and implementation of the strategic directions of the College • Enhance and embrace the position of the College as a leading provider of education to students from ELC – 12 • Provide input into the development of the Governance strategy and goals • Ensure consultation is an integral part of the continuous improvement and change process, seeking regular input to ensure policies and processes continue to meet the needs of the College
Enterprise risk management	<ul style="list-style-type: none"> • Member of the College Risk Committee • Develop and implement policies required to effectively manage risk • Maintain the operational risk register and ensure alignment to the strategic risk register • Conduct risk assessments in conjunction with key staff, especially for camps, interstate and overseas trips • Prepare risk reports as required for Committees and or Principal
Compliance	<ul style="list-style-type: none"> • Administer the College CompliSpace, PolicyPlus, Assurance, Learning system or equivalent • Identify new and ongoing compliance obligations and translate into actionable policies and procedures • Ensure compliance training is conducted for all College staff • Monitor and measure compliance performance and take the necessary corrective action as required • Ensure compliance capabilities and performance are included in all contracts with external organisations/suppliers
Health and Safety	<ul style="list-style-type: none"> • Develop and maintain appropriate H&S policies, procedures and programs to meet legislative requirements and to provide a safe workplace for including, but not limited to all staff, students, visitors, contractors, volunteers • Implement prevention programs to minimise workplace injuries • Ensure H&S training is provided for all employees including induction programs • Conduct hazard assessments as required • Record, analyse and report all safety hazards and incidents • Manage and further develop the College's emergency evacuation procedures, testing and training of wardens.
Incident management	<ul style="list-style-type: none"> • Record, collate and analyse all incidents • Investigate incidents to provide for key learnings and continuous improvement of policies, procedures and training • Prepare incident management reports for the Principal, Sub-Committee and College Board
Relationship Management	<ul style="list-style-type: none"> • Foster quality relationships with all staff • Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives that promote Risk and Compliance • Participate in Committees as required • Provide prompt, accurate and professional responses to all staff
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

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KEY RESPONSIBILITIES

	<ul style="list-style-type: none">• Assist in the provision of a child-safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none">• Abide by the EREA Code of Conduct• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community and faith days as required• Be available on call during 'out of school hours' times for emergency situations that may arise• Any other duties as directed by the Principal• The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • 5 years' risk and compliance experience in a regulatory environment and/or the education sector • Demonstrated experience in developing and interpreting legislation/regulations, policies, procedures and guidelines • An appropriate tertiary qualification <p>Desirable other:</p> <ul style="list-style-type: none"> •
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team with the ability to cultivate credibility, respect and honesty • An ability to develop rapport with staff at all levels • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Demonstrates a respect for and acceptance of difference in staff • Well-developed decision making skills and demonstrated ability to think strategically and analytically • Good oral and written communication skills • Strong collaboration, conflict resolution, negotiation and persuasion skills • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Demonstrated ability to lead initiatives and present effectively to a variety of audiences • A thorough attention to detail • Knowledge of budgetary processes and financial management processes • Ability and willingness to accept policy directives