

Risk & Compliance Officer

Role	Risk, Policy & Compliance Officer
Classification	ESO Category C, Level 4
Reports to	Deputy Principal - Staff

“The dynamic landscape in which we work requires new thinking specific to school improvement and renewal. The capacity to meet these challenges is increased when we create communities of practice and seek out innovative partnerships with business, community and philanthropic enterprise..” - Horizons of Hope

Position Description

Marcellin College is a leading Catholic secondary school for boys governed by Marist Schools Australia Ltd (MSA). Founded by the Marist Brothers in 1950, the College is part of the mission of the Catholic Church and is a faith community where learning and teaching seeks the integration of faith, life and culture.

The Risk, Policy & Compliance Officer is responsible for monitoring the day-to-day risk and compliance with existing College policies and procedures, and managing the implementation of any amendments and the adoption of new Compliance related documentation. The incumbent is also responsible for ensuring the College meets its Compliance and Assurance obligations as determined by the relevant bodies including Marist Schools Australia (MSA), Victorian Catholic Education Authority (VCEA), Victorian Registrations and Qualifications Authority (VRQA) and the Fair Work Act (FWA). The Risk & Compliance Officer will also administer the College Compliance System, CompliSpace as implemented by Marist Schools Australia Ltd.

The Risk, Policy & Compliance Officer reports directly to the Deputy Principal - Staff and is a member of the Administration Team. They work collaboratively on a day to day basis with all members of College Staff with particular close association with the Principal, Deputy Principals, Learning Leaders and House Leaders.

The Risk & Compliance Officer is expected to support and promote the vision and goals of the College as a faith learning community founded on the Gospels and Marist Charism. All College staff are committed to ongoing professional learning.

Commitment to the Catholic Ethos

It is expected that all staff of Marcellin College endeavor to uphold the Catholic and Marist identity of the College and to live out its vision. In practice this involves:

- An acceptance of the Catholic educational philosophy of the College
- Development and maintenance of an adequate understanding of those aspects of Catholic teaching that touch upon the aspects of their work
- Accept and appreciate Catholic teaching and Marist characteristics through their work and through personal example

MARCELLIN COLLEGE

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- Comply with relevant VCEA and Marist Schools Australia Ltd. policies
- Embrace the College approach towards wellbeing and support relevant departments in monitoring student progress and wellbeing

Key Responsibilities

Compliance Administration

- Ensure the College complies with relevant laws, regulations, and industry standards. This includes staying updated on changes in regulations and administering these via the CompliSpace Compliance Management System
- Monitor compliance with policies and regulations, and prepare reports for College Leadership and regulatory bodies
- Investigate compliance violations and risk incidents, implementing corrective actions as needed
- Coordinate internal and external audits relating to compliance and risk management, addressing any findings or recommendations
- Conduct training sessions for staff to ensure they understand compliance policies and risk management practices
- Work closely with relevant departments to ensure a holistic approach to risk and compliance
- Ensure the Leadership Team are fully apprised of relevant matters surrounding compliance and risk management
- Develop and maintain a program of risk and compliance function improvements in line with the Continuous School Improvement Plan
- Develop a schedule of risk and compliance function deliverables, set accountabilities, monitor performance and provide feedback
- Facilitate the administration of relevant College policies and procedures and associated controls
- Work towards a culture that empowers staff to own their respective compliance responsibilities
- To work with Human Resources, Facilities and the Director of Marketing & Community Engagement to ensure Volunteers and Contractors are engaged in compliance with Ministerial Order 1359, the National Catholic Safeguarding Standards, Marist Schools Australia Ltd. and the Catholic Education Guidelines
- To support the Volunteer and Contractor Management Systems, namely SAM4SCHOOLS, and implement recommended enhancements, upgrades and communications

- To act as the main contact between the College and MSA's Child Safeguarding and Compliance Officer

Risk Management

- Assist in identifying and documenting relevant risks across the College. These risks as identified by MSA are broadly categorised as follows:
 - Child Safety
 - Complaints Handling
 - Financial Reporting
 - Governance, Risk Compliance and Policy Management
 - Key Stakeholder Communications
 - Occupational Health & Safety Compliance
 - Privacy Compliance
 - Registrations Standards Compliance
 - Student Bullying
- Review the controls that are in place for the mitigation of risks and undertake testing and monitoring of the controls to review their effectiveness
- Diarise and prepare materials for risk review meetings in line with the Review Calendar
- Prepare reviews and reports to the College Leadership team, MSA and various government authorities as applicable
- Update the College's online risk registers based on risk reviews undertaken
- Be conversant with the College school administration systems and recommend, develop and implement improvements to the systems to assist in meeting risk management strategies
- Assist staff with system queries relating to finalising tasks within the College's online risk/task registers

Occupational Health & Safety (OH&S)

- To participate as a member of the College's OH&S Committee
- To observe and adhere to all OH&S requirements and actively support relevant improvements
- To ensure all policies meet legislative and other requirements

Project Management

- To initiate, justify, scope, plan and lead execution of projects relating to compliance and risk management to foster a culture of continuous improvement

Selection Criteria

Applicants should be able to demonstrate:

Essential

- A commitment to Catholic ethos and Marist spirituality
- Experience in risk and compliance role within a community service or business environment
- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Advanced working knowledge of the Microsoft Office products suite
- An ability to maintain confidentiality and deal with sensitive information appropriately
- An ability to work collaboratively as part of a diverse team
- Highly developed organisational and problem solving skills
- Formal risk and/or compliance qualifications

Current WWCC and Police Check

Commitment to child safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety.
- A commitment to undertake assigned child safety training in timely manner.

Child Safety

Marcellin College has zero tolerance for child abuse and is committed to the safety and wellbeing of our students. The College and our governing body Marist Schools Australia have implemented a comprehensive Child Safeguarding Program in accordance with 'Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No 1359. Employment at Marcellin College is subject to school policies including the Child Safeguarding Policy, Marist Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries, Mandatory Reporting Policy and Statement of Principles Regarding Catholic Education being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child safe procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our policies please refer to our [marcellin](#) website.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).