



St Bede's
College

Role Description

Risk & Compliance Manager

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Risk & Compliance Manager is responsible for the administration of all policies, procedures and compliance requirements at the College. Primarily this means developing, in conjunction with Leadership and key stakeholders, the implementation strategies to ensure the College is meeting the highest standard of compliance and OHS in line with sector best practice, workplace health and safety and risk management processes. The role is critical to supporting our workforce, and facilitating the Risk & Compliance framework to achieve and record improvement within the College.

Attributes and Competencies (Selection Criteria)

The Risk & Compliance Manager is expected to exhibit the following attributes and competencies:

- Formal qualifications in Risk Management and/or significant relevant business experience in a related discipline.
- Sound knowledge of Child Safety and Work Health and Safety legislation as it applies to educational settings/
- Practical knowledge of Australian Standards pertaining to risk management and OHS management systems.
- Demonstrated skills and experience in the delivery of effective Risk & Compliance processes and administration, in accordance with legislation and guidelines.
- Experience in coordinating a Risk Management, Compliance and/or Incident Reporting system.
- High level analytical, conceptual and problem-solving skills to develop policy and initiate reviews or policy, interpret legislation, regulations, Awards, Industrial Agreements, policy and procedures.
- A high degree of judgement, confidentiality and interpersonal skills to resolve operational issues that may arise.
- Attention to detail and skills in negotiation, communication, interviewing and report writing.
- Commitment to achieving best practice and the ability to review and improve workplace practices.
- Well -developed organisational, administrative and computer skills in the MS Office environment, with the ability to set priorities and meet workload deadlines.
- The ability to be a self-motivated, independent worker within a team is essential
- Exhibit ongoing professional growth on both a personal level, and for the benefit of the College community
- Possess excellent interpersonal and communication skills, with the proven ability to develop professional relationships with staff at all levels

Specific Duties

Risk & Compliance Management and Administration

- Ensure that Risk & Compliance procedures are documented and are compliant with relevant legislation, awards, agreements and School policy
- Innovate and streamline Risk & Compliance processes contributing to workflow improvement and workplace efficiency
- Ensure the proper administration, filing and safekeeping of all Risk & Compliance records (both hard and electronic) and reports, as required by law and best practice
- Work with the Human Resources Manager/Director of College Compliance and Policy Development to ensure that College and VRQA requirements for proof of identify, proof of qualifications, VIT registration, WWC checks and Criminal Record Checks are obtained prior to employment.
- Provide advice and documentation to the Principal and Business Manager on Risk & Compliance, including OHS reviews, recommendations and policy changes.
- Prepare documentation and correspondence for all risk and compliance changes and variations to conditions etc.
- Advise the Principal and Leadership Team on risk and privacy matters as requested.
- Organise and oversee the College Victorian Registration and Qualifications Authority (VRQA) compliance requirements.
- As a member of the Activities, Camps and Excursions (ACE) Team, facilitate the approval of applications for such events, including appropriate risk assessment and compliance documents.
- Liaise with the Business Manager, Director of College Compliance and Policy Development, Human Resources Manager/relevant staff and Work Safe agent regarding Return to Work and Occupational Health and Safety Programs
- In consultation with the Principal, Deputy Principal Staff and Human Resources Manager, coordinate and oversee processes and documentation associated with performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.
- Participate in the ARM process for non-teaching staff.

Other Duties

- Co-chair OHS/Risk & Compliance Committee Meetings
- Attend Risk & Compliance (Board) Meetings
- Undertake special projects and any other duties as delegated by the Principal

The **Risk & Compliance Manager** reports to the Principal.

The Risk & Compliance Manager is classified as an Education Support Employee Category C (7 weeks leave) Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022) Remuneration is in accordance with the VCEMEA 2022 and dependent on skills and experience