



Risk and Compliance Manager

Cross Campus

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 our students 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.

Safeguarding Statement

St Bede's College strives to be a place of safety, and we believe safeguarding is a shared responsibility of all, for all.

We are resolutely committed to our moral, legal, and mission-driven responsibility to ensure that all College staff, including employees, Board members, committee members, contractors, volunteers, and clergy, act in a manner that promotes the inherent dignity of each of our students and their fundamental right to be respected, heard, and nurtured in a safe school environment.

All College staff must uphold and demonstrate through their actions and interactions the duty of care we have towards all children, young people, and adults at risk. Accordingly, a zero-tolerance approach to child abuse or safety violations is expected and enforced.

Overview

The Risk and Compliance Manager is a key role, responsible for the development, implementation, monitoring, and improvement of the College's frameworks for risk management, compliance, occupational health and safety (OHS), emergency management, and regulatory accreditation.

The role ensures that the College operates within a safe, compliant, and accountable environment — supporting the Leadership Team and staff in embedding a culture of risk awareness and continuous improvement across both campuses.

Attributes and Competencies

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

- A firm belief in and demonstrated commitment to the Catholic Ethos, Mission and Vision of the College.
- A high level of understanding and commitment to student safety and wellbeing extending beyond the classroom.
- A demonstrated commitment to ongoing professional growth for the benefit of the College community.
- Demonstrated capacity to develop and maintain cooperative working relationships with all staff and students.
- A high level of administrative and organisational ability and the ability to work as part of a team.

Key Responsibilities

1. Risk Management & Compliance

- Lead and maintain the College's Risk Management Framework, supporting the Leadership Team with regular review of risk registers and their alignment with strategic and operational priorities.
- Support the Leadership Team in identifying, evaluating, and mitigating emerging and systemic risks.
- Oversee compliance with legislative and regulatory obligations, Catholic education sector requirements, and internal policy frameworks.
- Coordinate internal and external audits, monitor implementation of findings, and prepare related reporting.
- Manage and maintain the College's policy register, ensuring timely reviews by policy owners and version control.
- Manage data breach notifications and internal awareness.
- Provide training, support and guidance to staff on risk and compliance responsibilities.
- Prepare regular reports and briefings for the Leadership Team and Board Risk Committee.
- Oversee staff compliance with VIT, Working with Children Check, Mandatory Reporting, Accreditation to Teach in Catholic Schools, and other relevant obligations.

- Liaise with legal counsel or regulatory bodies as necessary on compliance breaches or investigations.
- Support the approval and oversight process for excursions, camps, and off-site activities, ensuring risks are assessed and mitigated.

2. Occupational Health & Safety (OHS)

- Lead the development and continuous improvement of the College's OHS management system.
- Ensure compliance with the Occupational Health and Safety Act 2004 (Vic) and other applicable legislation.
- Investigate incidents, manage hazard and near-miss reports, and coordinate corrective actions.
- Lead risk assessments and inspections across departments and campuses.
- Provide staff induction and training on OHS procedures.
- Maintain and monitor incident registers, contractor safety, safety data sheets, and safe work procedures.
- Support Return to Work programs and coordinate with WorkSafe agents where required.
- Chair the College OHS Committee.

3. Emergency Management

- Lead the development and review of the College's Emergency Management Plan in line with DET and Catholic Education emergency guidelines.
- Contribute to planning and execution of emergency drills in collaboration with leadership and facilities teams.
- Liaise with emergency services and support continuity planning.
- Maintain emergency communication systems, maps, and signage.

4. Regulatory Compliance and Registration

- Oversee compliance with VRQA Minimum Standards and other accreditation requirements.
- Coordinate College contributions to school registration processes, and sector audits.
- Ensure child safety standards are met and integrated across College operations.
- Work collaboratively with HR, Curriculum, and Governance teams to ensure systems are audit-ready and compliant.

5. Key Selection Criteria

- Formal qualifications in Risk Management, OHS, Compliance, or related discipline, or significant professional experience in a comparable role.
- Strong working knowledge of risk management standards (e.g., ISO 31000), OHS legislation, child safety requirements, and VRQA/Catholic sector compliance frameworks.
- Demonstrated experience in developing, implementing, and monitoring integrated risk and compliance frameworks in a complex environment.
- High-level written and verbal communication, analytical and report writing skills.
- Strong stakeholder engagement and ability to build productive relationships across multiple teams.
- Ability to lead autonomously, manage sensitive issues with confidentiality, and exercise sound judgement under pressure.
- High-level IT literacy and experience using compliance and risk management software/tools.
- Commitment to the values, mission, and Catholic Lasallian ethos of the College.

6. Other Requirements

- A current Working with Children Check (or ability to obtain)
- Police Check
- Valid Australian work rights
- Driver's license (for inter-campus travel)

7. Position Conditions

- This is a full-time ongoing position
- Based across both College campuses
- Participation in professional learning is expected
- Attendance at some out-of-hours events may be required

Key Relationships

Reports via the Executive Director – Business Operations and Strategy to the Principal

Liaises with Leadership Team, Human Resources, Facilities and Maintenance, Teaching & Learning Leader – Pedagogy & Professional Development, External Auditors, Legal and Compliance Bodies, Contractors.

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