



Position Title:	Risk and Compliance Manager
Prepared:	April 2024
Reports To:	Director of People and Culture
Prepared by:	Director of Human Resources

Position Purpose

The Risk and Compliance Manager plays a vital role in overseeing and implementing risk and compliance measures across the College, ensuring St Leonard's College obligations are understood and met.

The Risk and Compliance Manager is responsible for the ongoing monitoring of the online systems of internal management and control in order to provide assurance to the Principal and College Council regarding the integrity of key operations, systems and control processes in relation to risk and compliance.

Position Status

This is a permanent full-time position, with six weeks' annual leave, plus College shut down days usually 4-5 per year.

Occasional weekend and evening work will be required as part of the role.

Reporting Relationships

Reports to the Director of People and Culture and ultimately to the Principal.

Working closely with the Human Resources team which includes administration help for the role.

Key Duties and Responsibilities

Compliance and Risk

Ideagen/CompliSpace Platform is the College online governance, risk, compliance, and policy management framework.

This role manages

- Ideagen/CompliSpace platform; monitoring, editing and publishing updated policy and procedure content, in consultation key College stakeholders. All policies are signed off by the Principal.
- CompliSpace Risk Assurance system, working with 'Risk Owners' assigned to ensure the ongoing review and assessment of risks, and completion of compliance tasks.
- Compliance with the College's Child Safe Program and ensures all staff undertake annual child safe training.
- CompliLearn; administration of this platform, management of staff user groups, assigning and monitoring internal compliance training, providing feedback towards platform improvements, producing staff training reports.
- Compliance changes/updates to the VRQA school registration guidelines including Senior Secondary school requirements and coordinate the internal audit review (on behalf of the Deputy Principal) in

preparation for the College's 5 yearly VRQA reviews. Update the on-line VRQA Registration framework on CompliSpace accordingly.

- Early Education National Quality policy compliance framework on CompliSpace. Consult with the Head of ELC (Early Learning Centre), with assistance from the Human Resources Officer in reviewing compliance policy content in accordance with review dates.
- Compliance with all relevant Commonwealth and State legislative and regulatory requirements.
- RARC (Risk Assessment Review Committee) meetings each term with 'risk owners', to evaluate internal risk assessment processes and to review key risks, including those reported to Council.
- Risk and compliance reporting to College Council, appropriate sub-committee(s) and risk owners in ensuring the integrity of key operations, systems and control processes in relation to risk and compliance management.
- Monthly Incident/Injury/Near Miss data from the CompliSpace risk assurance system which includes applicable data sent to College Council.
- Policy Review Committee to ensure that policies, practices and procedures published on Ideagen/CompliSpace are accurately documented, readily accessible and clearly communicated to staff and other relevant stakeholders as appropriate.
- The ongoing improvement of risk and compliance programs, practices and procedures including the training of staff as required.

Other aspects of risk and compliance

- Keeping abreast of developments within the School Risk sector through ongoing training and professional development, attending external risk and compliance events and attending any appropriate Risk and Compliance Manager network meetings.
- Discuss and delegate administrative tasks to the Human Resources Assistant regarding policies and risk, compliance administration and records.
- Meet with 'risk owners' throughout the year and provide Risk-Task Framework reports (as required) to assist 'risk owners' to manage their risk assessment and compliance tasks.
- Support staff in their use of the online excursion program.
- Periodically review/audit compliance activities for accuracy and integrity.
- Providing quarterly compliance reports to FRACC (Finance, Risk, Audit and Compliance Committee) to report on the College compliance status against the CompliSpace publication - *School Law Monitor*.
- Providing biannual presentations to College Council (July and December) on the College's risk profile and compliance status including emerging risks and any key changes in Commonwealth and State legislative and regulatory requirements.
- Undertake other relevant tasks as deemed appropriate from time to time in achieving the strategic and operational objectives of the College in relation to school governance, risk and compliance.

Workplace Health and Safety (WHS)

- Chair the College workplace health and safety committee, to ensure the health and safety of staff, students and visitors to the College.
- Keep up to date on legal and/or regulatory changes that may impact the College and make recommendations where existing WHS policies and procedures may require review.
- Work and consult with the College elected Health and Safety Representative (HSR) to ensure that the College meets its responsibilities under the OHS Act 2004 (VIC).
- Review and maintain Workplace Health and Safety including investigating and reporting on incidents including recommending corrective and preventative actions as necessary.
- Process and monitor all insurance claims including Workers Compensation.

There will be occasions where the Risk and Compliance Manager may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.

Qualifications and Experience specific to the role

- A tertiary qualification in a relevant area.
- Knowledge of risk and compliance management in schools will be highly regarded.

Essential Skills and Knowledge

- Self-managing with strong ability to work independently; setting priorities, planning and organising workload.
- Strong written and interpersonal communication skills, working effectively across all levels in the College, with external agencies and with the public as appropriate.
- Ability to build strong collaborative stakeholder relationships, liaising and engaging effectively with a variety of operational teams as required.
- A positive influence on key stakeholders within the College in supporting and promoting a positive risk management and compliance culture.
- Appropriate IT literacy and learning agility in using a range of software including web based programs.
- Ensured attention to detail.

Key Performance Indicators

- Timely advice to Council, Executive and all College staff on OHS, policy, and risk and compliance matters.
- Production of required reports and documents to meet set timelines.
- Efficient and effective follow up of matters brought to attention.
- Professional and confidential approach to work and in dealings with staff and educational bodies.
- Ability to prioritise work and to work autonomously.
- Initiative in suggesting new systems and opportunities.
- High quality written work and verbal communication.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a

strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.