



NAZARETH COLLEGE

RISK AND COMPLIANCE MANAGER POSITION DESCRIPTION

POSITION REPORTS TO: The Risk and Compliance Manager ultimately reports to the Principal but will directly report to the Business Manager	AWARD: Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)
CLASSIFICATION: Remuneration is dependent on qualifications, skills and experience	TERMS OF EMPLOYMENT: Full-Time Ongoing
ANNUAL LEAVE: Dependent on classification as per CEMEA Award	REQUIREMENTS: <ul style="list-style-type: none">• Annual Review Meeting• Proof of ID• Academic Transcripts• Current Employee Working with Children Check• National Police Record Check
COMMENCEMENT DATE: To be negotiated	TO BE REVIEWED BY AND DATE: March 2025 by the Principal

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on Leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, well-being, and protection of all children in our care.

'Let your light shine before others' (Matthew 5:16)

RISK AND COMPLIANCE MANAGER

The Risk and Compliance Manager is a senior member of the education support team and will work collaboratively with the leadership team to support and contribute to Nazareth's strategic goals and lead the College's day-to-day Risk and Compliance operations. The Risk and Compliance Manager will oversee the Risk and Compliance management of all Risk and Compliance-focused activities, processes, and procedures undertaken by the College and engage with and support staff and other key stakeholders on risk and compliance matters.

The Risk and Compliance Manager will ensure that Nazareth College manages risk effectively through the development, implementation, maintenance and review of its risk management systems and ensure effective compliance systems are in place to meet all MACS, VRQA and other regulatory and policy requirements. The Risk and Compliance Manager will ensure that Risk and Compliance policies, processes, and programs are aligned with best practices and legislative requirements and support the vision and mission of Nazareth College. This role will suit an experienced Risk and Compliance Manager passionate about process improvement.

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The Risk and Compliance Manager will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in organisation, communication, consultation, and decision-making.

Every staff member at Nazareth College must be familiar with and comply with the Nazareth College Child Safety and Well-being Policy and the Child Safe Code of Conduct. Our recruitment processes are strictly adhered to, and the College undertakes relevant checks as part of our employment practices.

KEY TASKS

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the position description in consultation with the incumbent, depending on the operational needs and requirements of the College. The accountabilities within the role are as follows but not limited to:

MAJOR AREAS OF RESPONSIBILITY:

- 1. Risk Management**
- 2. Compliance Management**
- 3. OH&S Management**
- 4. Policy Management**

1) RISK MANAGEMENT

- Oversee and manage the College's risk management environment,
- Develop, implement, manage, and report on robust and effective risk management frameworks and practices
- Provide proactive Leadership across the College for embedding and managing appropriate systems and processes that allow a strong risk management and compliance culture to flourish.
- Collaborate with relevant stakeholders to ensure that Nazareth College implements rigorous and efficient policies and processes that support the achievement of the College Mission, Vision and Strategic Direction and meet legislative and regulatory requirements in risk management.
- With Leadership, build capacity and engagement amongst staff and support their professional growth in risk and compliance
- Lead the regular review and maintenance of the College Risk Register and Child Safe Risk Register, ensuring they reflect current organisational risks and mitigation strategies.
- Assess, monitor, and report on the effectiveness of risk controls; provide the Principal with regular risk reports for informed decision-making.
- Provide advice regarding changes to current policies based on risk assessments.
- Conduct audits to ensure internal College policies and procedures align with compliance and relevant legislative requirements.
- Assist staff in developing risk assessments for camps, interstate trips, overseas tours, partnership programs, excursions, and incursions.
- Review risk assessments before endorsing camps, trips, tours, excursions, and incursions.
- With the Business Manager, ensure that Link Safe ensures all contractors, providers and guest presenters are registered and compliant
- Provide advice on Information Technology risk
- Report on risk management matters to ensure the safety of staff, students, and visitors
- Implement an ongoing and effective risk and compliance program
- Produce and present regular reports to Leadership and assist with governance-related administrative duties when required.
- Be responsible for the maintenance of the College's Policy Handbook and risk framework
- Ensure that staff are kept informed of relevant risk and compliance policies and procedures
- Establish and chair Risk Management meetings and attend Leadership and Advisory Council meetings as required

2) COMPLIANCE MANAGEMENT

- Use school systems to create and maintain compliance registers, including collecting and filing evidence of task completion and follow-up of outstanding tasks
- Participate as directed in compliance self-assessments, including the development of work programs, collection, filing of evidence and testing of the College's internal controls
- Develop, implement, manage, and report on effective compliance, frameworks and practices

- Be responsible for ensuring that the College remains compliant with legislative and regulatory requirements, including but not limited to the Victorian Registration and Qualifications Authority (VRQA), Victorian Catholic Education Authority (VCEA) Melbourne Archdiocese Catholic Schools (MACS), Work Safe and Commonwealth and state government requirements.
- Be responsible for and maintain accurate and up-to-date databases and documentation to be completed by current and new staff.
- Support the Principal and Leadership Team in meeting accountability and reporting requirements to governance and regulatory bodies.
- Stay updated on legal and regulatory changes, and making policy review or development recommendations.
- Support the Facilities Manager in maintaining statutory compliance of facilities, plant, equipment, tools and operating credentials of staff are current and maintained.
- Assist in preparing compliance data for educational and government authorities.
- Work with Leadership to monitor, report, and address compliance breaches, e.g., privacy
- Support the Business Manager in maintaining a safe and healthy workplace for employees and students.
- Implement and monitor compliance initiatives, including a continuous improvement cycle.
- Review the College's record management procedures and implement procedures that safeguard the personal and sensitive data of staff, students and families
- Maintain current legal and regulatory knowledge of compliance changes
- Provide timely and supportive compliance advice to all staff on compliance-related matters
- Assist in the preparation of compliance data for relevant educational and government authorities
- Prepare data and reports as requested by relevant agencies, including WWCC, VIT,
- Consider and suggest process and policy improvements to improve practice and process
- Maintain confidentiality and integrity in handling information and documents
- Managing the International Educational Compliance tasks and International School Review Requirements.
- Support the Leadership Team with VRQA School review

3) OH&S MANAGEMENT

- Prepare regular reports for the Principal and Leadership Team on the state of OH&S, including advice that will strategically and operationally support best practices and ensure the College remains a safe workplace
- Provide support to all staff and ensure they are fully informed of OH&S matters and assist staff to identify any safety issues
- Support the Facilities Manager to coordinate and implement regular safety inspections of all areas of the College as required
- Advise the Leadership Team of any OH&S incidents that require notification to Worksafe
- Manage the Incident Reporting System to ensure appropriate records are maintained.
- Work with the College's Emergency Management Company (Dynamiq) to ensure Emergency Evacuation procedures are compliant
- Assist the Leadership Team to review, develop and implement the Emergency Evacuation Plan (EMP) and Critical Incidents Plan (CIP)
- Assist the Leadership Team in the response and management of emergencies and critical incidents, including practice activities
- Work with the Business Manager, Facilities Manager and other relevant staff in relation to site safety procedures and measures, in particular during the construction and refurbishment stages of the College Masterplan
- Regularly report to staff on OH&S and compliance information
- Co-ordinate internal safety audits and, together with the Leadership Team, assist with external safety audits (e.g., Worksafe inspections)
- Be responsible for arranging and implementing ongoing training for staff on OH&S issues such as manual handling, prevention of slips, trips and falls, ladder safety and ergonomics
- Liaise with relevant staff such as the Facilities Manager, Instructional Leaders in Science, Technology, Arts, Health & Physical Education and the ICT Manager to ensure all College equipment and materials are well maintained and safe for use
- Work with Instructional Leaders of Science and Technology, Facilities Manager and contracted

- College cleaners to ensure chemicals are stored and disposed of safely and appropriately
- Work with the Instructional Leaders of Science and Technology and the Facilities manager to ensure that the Chemical Register is updated, current Safety Data Sheets are held for all chemicals on site and that they are readily available
- Work with the Business Manager to ensure the OH&S systems are compliant and reviewed
- Support the Facilities Manager to maintain records of site induction of contractors/consultants
- Oversee the investigation of complex incidents, accidents and claims
- Implement the recommendation of corrective measures
- Chair the OH&S Committee and attend Leadership and Advisory Council meetings as required
- Report on all OH&S matters to ensure the safety of staff, students and visitors
- Implement an ongoing and effective OH&S program
- Be responsible for the maintenance of the College's Policy Handbook and OH&S framework

4) POLICY MANAGEMENT

- Work with the Leadership Team to manage the implementation of policies with particular oversight of the Child Safety and OH&S Policies and compliance requirements of the College
- Facilitate and oversee the development, review and implementation of college policies and procedures to ensure ongoing compliance.
- Ensure relevant groups within the College review all policies and procedures so the College remains compliant and up-to-date
- Provide advice about perceived gaps and/or the need to rewrite or adopt new policies for consideration as required or because of evolving compliance requirements
- Ensure all policies, practices and procedures are clearly documented, readily available and promulgated with all staff
- Assist the Leadership Team with updating policies and procedures, maintaining version control of documents and ensuring continuous improvement.

PROFESSIONAL EXPECTATIONS

- Support the Catholic Ethos, Child Safe Policies, school Policies and Procedures and Statement of Principles Regarding Catholic Education
- Perform duties in a professional and respectful way and act as a role model.
- Show loyalty to the leadership team and be willing to work closely with them
- Neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge any confidential information concerning the College to any person.
- Commit to ongoing professional development
- Participate in the staff appraisal and review process annually
- Maintain professional knowledge by attending workshops, reviewing publications, establishing networks and participating in professional societies
- Attend whole-school events such as Open School, Nazareth Day, Assemblies, Staff reflection and professional learning days, Liturgies, and other events required by the Principal
- Communicate information of a serious nature to the Principal or Leadership Team.
- Undertake special projects and any other duties as delegated by the Principal.

CHILD SAFETY

Every person is responsible for understanding the role they play to ensure that the care, well-being and safety of all students is at the forefront of every decision they make. Nazareth is committed to ensuring all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured. All Staff must:

- Be informed and comply with the College's obligations in relation to Child Safe Standards and report cases of suspected child abuse in accordance with legal obligation under Ministerial Order No. 1359 Child Safe Standards
- Attend and take part in child protection training, including online modules
- Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

OHS

All staff members are responsible for ensuring that the regulations associated with occupational health and safety are adhered to, including taking reasonable care for health and safety, contributing to a safe work environment, ensuring proper procedures occur to minimise health and safety risks, reporting hazards, accidents or incidents in accordance with college procedures and not wilfully placing the health and safety of any other person in the workforce at risk

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values each applicant's unique gifts, talents, and experience. The criteria listed below will inform the selection process.

1. A commitment to support the Catholic ethos of Nazareth College
2. Tertiary qualifications within a relevant field, which may include Law, Risk Management, or compliance
3. A comprehensive understanding and demonstrated experience of risk management, compliance and governance frameworks and experience in the development, implementation and embedding of strategic risk and compliance in a similar role, ideally within education
4. Demonstrated ability to actively lead and manage a culture of risk awareness, compliance and health and safety and expertise in relevant legislation and regulatory risk and compliance practices as they apply to an educational setting
5. Demonstrated understanding of and commitment to Ministerial Order 1359 Child Safety and a commitment to providing a child-safe environment
6. Exceptional critical thinking skills and the ability to quickly understand the large, complex, high risk and highly regulated school environment
7. Highly developed interpersonal and communication skills, including the demonstrated ability to lead collaboratively and consultatively with all members of the College community with a demonstrated desire for continuous improvement and innovation
8. An ability to work effectively, independently, and collaboratively in a team environment. This includes managing information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians/carers, and key stakeholders
9. Outstanding organisational skills with a proven ability to manage multiple tasks simultaneously and demonstrate wise counsel, optimism, and grace under pressure and deal with competing priorities to deliver positive outcomes
10. Demonstrated initiative and innovative thinking in dealing with issues in a decisive, sensitive and consistent manner
11. Have and maintain (or willing to obtain) a valid Working with Children Check and National Police Record Check

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Leadership Team Staff Other managers (e.g., IT, HR, Facilities)	MACS Risk and Compliance Risk and Compliance Network Independent Education Union Broader school community	Risk OH&S Staff

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature.....Date

AUTHORISED BY PRINCIPAL OR REPRESENTATIVE

Name

Signature.....Date.....