



RISK & COMPLIANCE MANAGER POSITION DESCRIPTION

REPORTING TO: Director of Business Services

CAMPUS: Werribee & Melton

TENURE: Permanent

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

POSITION SUMMARY:

The Risk and Compliance Manager position is to provide oversight and advice on the risk, compliance management requirements and responsibilities of the College and on the quality management framework within the College.

THE PERSON:

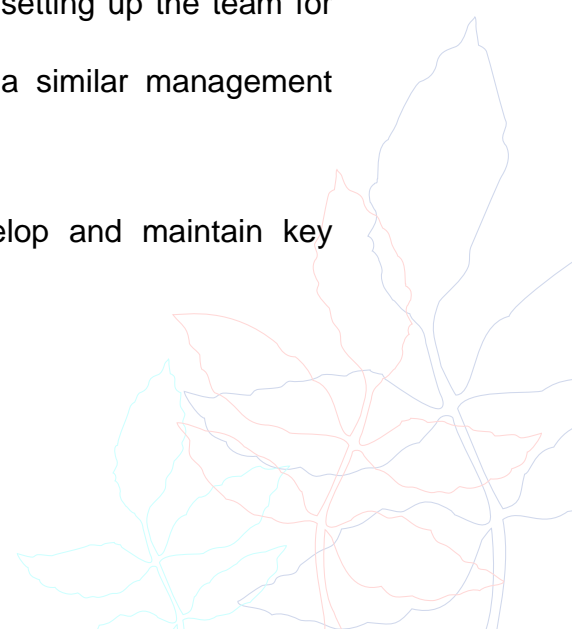
The Risk & Compliance Manager will:

- Have a demonstrated commitment to the Lordship of Christ in all areas of their life.
- Be willing to subscribe to and adhere by the College's '**Theological Foundations Statement**'.
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- Have an extensive experience and a deep understanding of current Risk and Compliance trends, practices and policies.
- Have appropriate qualifications and / or experience.
- Be committed to the development and empowerment of the staff.
- Be committed to continuous improvement and setting up the team for success.
- Have working knowledge of Complispace or a similar management system.

KEY RELATIONSHIPS:

The Risk & Compliance Manager needs to develop and maintain key relationship with the following:

- Director of Business Services
- Campus Principals
- Senior Leadership Team





Refer to Attachment A for more detail.

KEY RESPONSIBILITIES:

Risk Framework

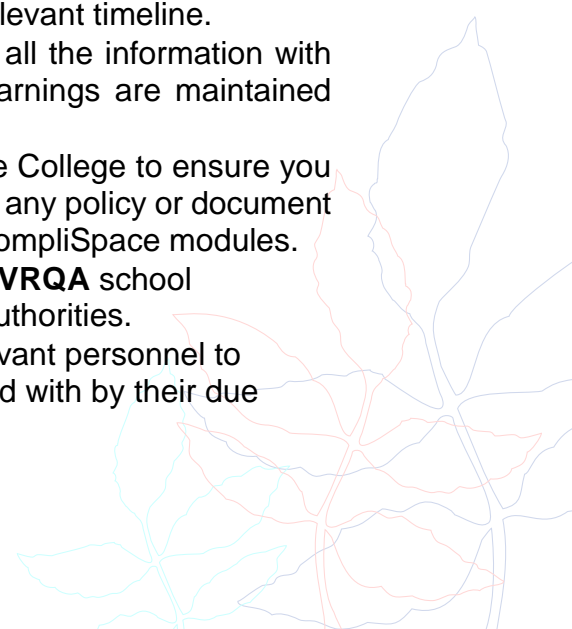
- Effectively manage the Risk Management Framework and develop best practice.
- Continuous review of all items that comprise the Risk Management framework and the co-ordination of Risk Management functions.
- Effectively manage and maintain the Risk & Policy Registers.
- Provide succinct and informative reporting on the Risk Framework to the Executive, Risk and Finance Sub Committees of the Board.
- Manage the continuous and systematic improvement of the Risk Management Framework.
- Foster an environment and a culture within Heathdale that Risk Management is a shared responsibility of all staff, facilitated by this role and supported by associated systems and processes.

Risk Management

- Maintain the electronic Complispace system that supports the College's review of policies, procedures, and work practices so we continuously meet our legal obligations.
- Develop and implement systems and procedures to appropriately manage risk.
- Regularly seek to improve the emergency evacuation documentation, processes, and practices for all campuses.
- Support the Principals and Teaching staff to develop risk assessments for activities such as excursions, overseas trips etc and develop post activity evaluation surveys to help identify risks to be addressed.
- Become a member of and actively participate in the **Independent School's Risk Management Network**.

Compliance

- Coordinate the implementation of new modules into the CompliSpace system, liaising with key leaders to ensure the implementation and training occurs by the relevant timeline.
- Work in the CompliSpace system, ensuring all the information with this system relating to policies, risk and learnings are maintained accurately.
- Work closely with key leaders throughout the College to ensure you receive all the information required to update any policy or document required to assist in the implementation of CompliSpace modules.
- Monitor compliance changes/updates to the **VRQA** school registration guidelines and other regulated authorities.
- Ensure liaison and co-ordination with all relevant personnel to ensure all items are undertaken and complied with by their due dates.

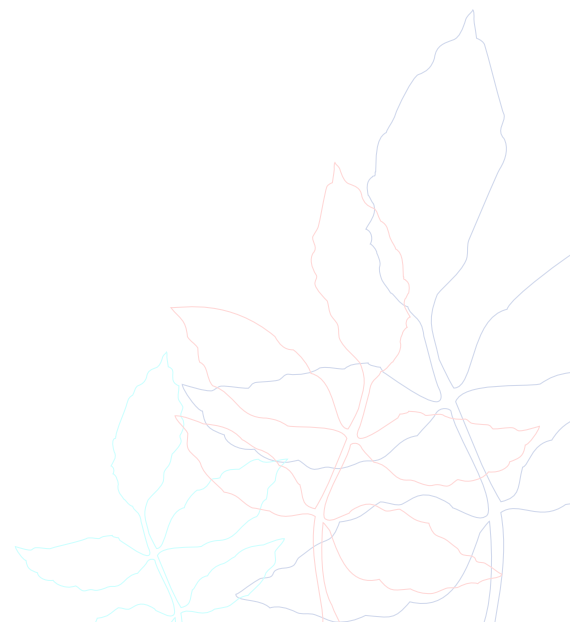




- Keep up to date on legal and/or regulatory changes that may impact the School and make recommendations to the Director of Business Services or Executive Principal where existing policies and procedures may require review.
- Advise in conjunction with the Director of Business Services on the annual review and renewal of Insurance policies.
- Support the Property Manager to ensure compliance in areas such as induction of new contractors, Essential safety measures, asbestos register and compliance for **VicRoads**.
- Support the Bus Co-ordinator in compliance areas.
- Support the Kindergarten coordinator on compliance requirements with the Early Education National Quality policy compliance framework.

Occupational Health & Safety

- Member of the OH&S Committee.
- Keep up to date on legal and/or regulatory changes and make recommendations where existing procedures and practices may require review.
- Maintain the accuracy of Displan maps.
- Manage a review of the Displan processes, plans and evacuation routes after each Displan activity.
- As required, analyse the survey results from each Displan and liaise with the Principals on any changes or recommended improvements.
- Maintain MSDS and Chemwatch records.
- When a major incident occurs facilitate a review of responses with appropriate leaders and stakeholders.





ACCOUNTABILITY:

- Develop & Maintain a risk mitigation and safe culture throughout the College and at each location.
- Ability to work under pressure to manage multiple projects and completing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills when relating staff, families and the larger community.
- Willingness to attend professional development days/sessions.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions and staff meetings.

CHILD SAFETY:

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

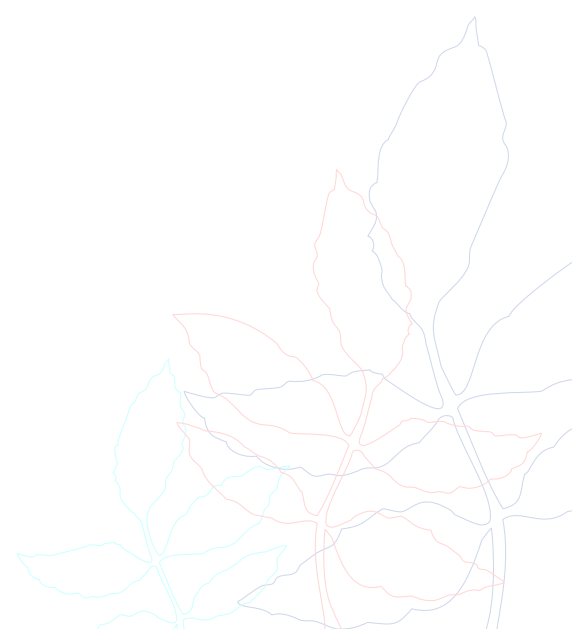
We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information, please refer to the College website at

<https://www.heathdale.vic.edu.au/about/policies/>

OTHER DUTIES:

Any other assigned duties may be directed by the Director of Business Services, or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.





COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

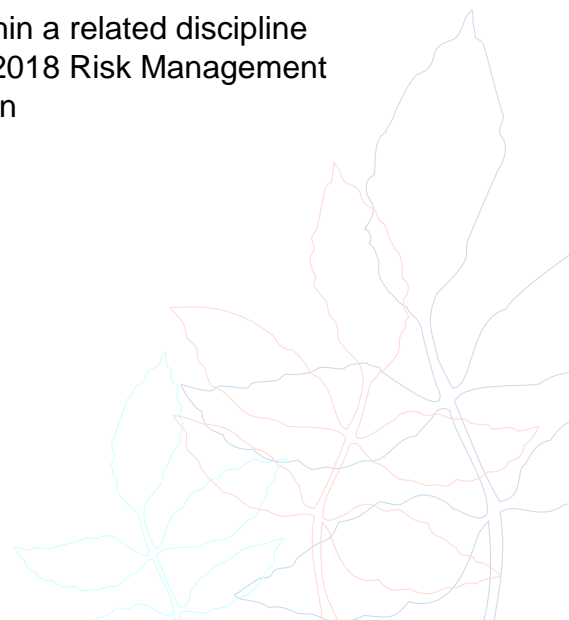
REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Business Services.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Risk/Compliance within a related discipline
- Practical knowledge of AS/NZS ISO 31000:2018 Risk Management
- Sound knowledge of current WHS Legislation
- Valid WWCC 'E' & Police Check
- First Aid Certificate
- Driver's License



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Director Business Services	<ul style="list-style-type: none"> • Work closely Director of Business Services to maintain best practice and process improvement in the area of risk and compliance throughout the College. • Advise the DBS on current legislation for policy updates' 	Meeting fortnightly
Senior Leadership Team	<ul style="list-style-type: none"> • Work closely with the Principals and each SLT to understand the needs & requirements • Ensure consistency across campus locations 	Meeting on an 'as needs basis'
Campus Principals	<ul style="list-style-type: none"> • Work closely with the Principals to understand their needs & requirements.. • Ensure consistency across campus locations. • Advise the principals on current legislation for policy updates' 	Meeting on an 'as needs basis'

