



# STAR OF THE SEA COLLEGE, BRIGHTON

## Risk and Compliance Manager Role Description

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### OVERVIEW

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating women to take on the world, work for justice and make a difference. Since 2014 Star of the Sea has been a member school of Kildare Ministries.

All staff members are expected to support the College's mission to empower young women to engage in critical reflection leading to positive action for our world. In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College and support the College's Mission statement.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

The Risk and Compliance Manager manages the day to day operations of risk mitigation and policy and procedures development, ensuring that Star of the Sea College meets its Regulatory, Compliance and Assurance obligations as determined by internal stakeholders and all relevant external organisations. Internal stakeholders include the College Governance and Risk Committee, Leadership Team and Kildare Ministries. External organisations include Catholic Education Commission of Victoria (CECV), Victorian Registrations and Qualifications Authority (VRQA), and the Department of Education and Training (DET). The Risk and Compliance Manager will also support the Principal, Deputy Principal Staff and the Business Manager in aspects of the management of the College's human resources.

### MAJOR AREAS OF RESPONSIBILITY

The Risk and Compliance Manager will work with both the Governance and Risk Committee and Leadership Team to ensure that Star of the Sea meets its Governance obligations.

The role has six major areas of responsibility:

1. Ongoing maintenance and review of the Star of the Sea Risk Register
2. Property and Contractor management obligations
3. Management of the Governance Compliance Obligations, including oversight of obligations relating to the Catholic Education Commission of Victoria (CECV) and Kildare Ministries(KM)
4. Supporting the Risk Management Framework, including the development and maintenance of Risk Manager Plus (or similar compliance software).
5. Providing assistance with Human Resources matters and ensuring there is appropriate training made available to staff associated with all the above
6. Support of Committees and other duties as requested



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### KEY REQUIREMENTS

1. Appropriate academic qualifications, suitable experience and a background relevant to the role
2. Understanding of the philosophy and spirituality of a Catholic school
3. Model the values of Kildare Ministries in interactions with students, staff and parents
4. Be enthused by and committed to this role, its responsibilities and challenges
5. Contribution to a child-safe environment, familiarity with and compliance with the College’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

### DUTY STATEMENT

The following duties are aligned to the major areas of responsibility:

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| <b>1. Star of the Sea Risk Register</b>      | <p>In conjunction with the Risk and Governance Committee and College Leadership Team, maintain and organise ongoing review the Star of the Sea College Risk Register to ensure that the College appropriately manages, monitors and mitigates all recognised risks</p>   |
| <b>2. Property and Contractor Management</b> | <p>Ensure the College meets its compliance obligations for all property and contractor related issues, including:</p> <ul style="list-style-type: none"> <li>• Contracts entered into by the College, including risk assessments</li> <li>• Contractor induction, compliance and conduct</li> <li>• Adherence to Essential Services Maintenance (ESM) compliance</li> <li>• Compliance with relevant building codes and conditions</li> <li>• Appropriate insurance requirements for all building works</li> </ul>   |
| <b>3. Governance Compliance Obligations</b>  | <p>These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Responding to requests for information from the CECV, Kildare Ministries and other regulatory bodies including surveys and submission of data</li> <li>• Actioning all CECV and Catholic Education Melbourne (CEM) communications to ensure that all relevant stakeholders are notified of any updates and that change to policies is made as required.</li> <li>• Ensuring that all Policies and Procedures meet the VRQA minimum standards, including:             <ul style="list-style-type: none"> <li>▪ School Governance</li> <li>▪ Enrolment</li> <li>▪ Curriculum and Student learning</li> <li>▪ Student engagement, safety and well-being</li> <li>▪ Student Pathways</li> <li>▪ Staff employment (Human Resource management)</li> <li>▪ School Infrastructure</li> <li>▪ Financial management</li> <li>▪ ICT Management</li> </ul> </li> </ul> |



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|   | <ul style="list-style-type: none"> <li>▪ Risk management</li> <li>▪ Commonwealth requirements</li> </ul> <p>Management of the Governance Compliance obligations (VRQA minimum standards) will be administered using Risk Manager Plus or other similar software.</p>  |
| <p><b>4. Risk Manager Plus Management</b></p>       | <ul style="list-style-type: none"> <li>• Working with the Principal, the Risk and Compliance Manager will provide administrative support and use Risk Manager Plus to manage all developed policies and procedures so they reflect the Star of the Sea College environment</li> <li>• Once ratified by the Board, ensure all updated policies are regulated through Risk Manager plus and made available on the website and drives with appropriate permissions</li> <li>• Maintain an active compliance calendar in conjunction with internal stakeholder responsibilities</li> <li>• Develop, manage and oversee the risk assessments for activities involving students and staff</li> <li>• Work with the Principal and Business Manager to introduce the various modules of Risk Manager Plus as required</li> </ul>  |
| <p><b>5. Staff Training and Human Resources</b></p> | <ul style="list-style-type: none"> <li>• In conjunction with the Deputy Principal Staff, provide staff with training associated with compliance as required</li> <li>• Introduce, track and follow up completion by staff of compliance training (e.g. Mandatory Reporting, Child Protection, Bullying &amp; Harassment and OHS)</li> <li>• In conjunction with the Deputy Principal Staff provide induction materials to new staff, as required</li> <li>• Ensure First Aid and CPR training is conducted and annually maintained for all staff.</li> <li>• In conjunction with the Facilities and Maintenance Manager, ensure that all emergency evacuation and fire drills are conducted in a timely manner</li> <li>• Assist the Payroll and HR Officer with the completion of documentation associated with employment of staff, including communication with applicants, as required</li> <li>• In conjunction with the Payroll and HR Officer, ensure the CEM Online Staffing Records, Personnel Record System and the VIT and Working with Children's Checks are being correctly updated and maintained on a timely basis.</li> </ul> |
| <p><b>6. Committees and other duties</b></p>        | <ul style="list-style-type: none"> <li>• The Risk and Compliance Manager is the Secretary of the Risk and Governance Committee. This committee is accountable to the Star of the Sea College Board.</li> <li>• The Risk and Compliance Manager will liaise regularly with the Chairperson of the Risk and Governance Committee to coordinate the work program for this role and provide / distribute committee papers.</li> </ul>   |



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|  | <ul style="list-style-type: none"><li>• The Risk and Compliance Manager will chair the OHS Committee.</li><li>• Any other duties as directed by the Principal</li></ul> |
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### KEY SKILLS AND ATTRIBUTES

#### Technical Skills

- Demonstrated prior experience and competence with Risk Management tools, Microsoft and/or Google products
- Star of the Sea College uses Synergetic for all College administrative functions, Simon as its Learning Management System and Care Monkey for parent communication.
- Risk Manager Plus is used to manage the Risk register.
- Previous risk and compliance experience gained in a school environment is preferred.
- Strong communication, influencing skills and negotiating skills.

#### Individual Skills

- Establishes performance goals for all areas of responsibility and strives to achieve them using quality processes and standards. Overcomes challenges in achieving goals.
- Understanding that relationship management is at the heart of this role and Star of the Sea College expects all staff to work together productively.
- Manages time and resources effectively, in a controlled manner.
- Takes responsibility for all tasks within position description and completes them to the standard expected. Follows up to ensure all tasks and reasonable requests are actioned.
- Understands the importance of completing work and checking it, taking the time to ensure accuracy.
- Manages self effectively to maximize the use of one's time, planning the day to achieve set objectives.
- Communicates effectively, constantly keeping in mind the importance of the words used, how they are spoken ie the tone used, the importance of listening and non-verbal communication.
- Proactively identifies problems, seeks information to understand the root cause of the problem, seeks the solutions to the problem and decides on the most effective solution. Implements and follows up to ensure problem is rectified.
- Identifies areas of improvement, takes responsibility to make positive change. Use new and creative ideas to make these improvements, adding value to the business as work is completed.



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| <b>Direct Report</b>  | Business Manager  |
| <b>Tenure</b>         | Full time, ongoing position<br>Part time position could be negotiated             |
| <b>Qualifications</b> | Valid Criminal Record Check and Working with Children Card<br>Appropriate Degree  |
| <b>Salary</b>         | Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2018) |
| <b>Leave</b>          | Four weeks annual leave   |
| <b>Approved By</b>    | Principal   |
| <b>Version</b>        | 2   |
| <b>Review Period</b>  | 12 month initial review and every three years thereafter                          |