

ROLE DESCRIPTION

Risk and Compliance Manager

POSITION	Risk and Compliance Manager
RESPONSIBLE TO	Principal Executive Director Business Services
CLASSIFICATION	Education Support Employee – Category C
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal Executive Director Business Services
ISSUE: 05	DATE: May 2021

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The Risk and Compliance Manager supports the Principal and Executive Director Business Services and is responsible for the overall design, implementation, maintenance and review of the College Risk and Compliance framework. This includes leadership of occupational health and safety (OHS) within the College and ensuring a positive risk and compliance culture which meets all regulatory obligations. This role works closely with College Leadership and the Chair of the Board Risk Management Committee to provide specialist advice and ensure sound governance and management of the College. The Risk and Compliance Manager ensures that the College is compliant with all VRQA requirements, in accordance with current legislation and sector best practice.

The Risk and Compliance Manager reports to the Executive Director Business Services.

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1. College Culture

- 1.1. Support College leadership in promoting the mission of the College as a Catholic school for young women in the Dominican tradition
- 1.2. Actively lead and manage a whole school culture of risk awareness, compliance, health and safety
- 1.3. Lead, in conjunction with key stakeholders, the implementation of determined improvement strategies to ensure the College is meeting the highest standard of compliance and OHS in line with sector best practice
- 1.4. Ensure the OHS, Risk and Compliance strategy, Risk Plan, Risk Framework and all associated programs are supported by College Leadership
- 1.3. Provide specialist knowledge of best practice workplace health and safety and risk management processes
- 1.4. Embed high expectations and the pursuit of excellence in all aspects of the role
- 1.6. Initiate, lead and support improvement in College administration, risk management and overall school improvement
- 1.7. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change.

2. College Administration

- 2.1. Be the appointed Privacy Officer
- 2.2. Advise the Principal on risk and privacy matters as requested
- 2.3. Be a member of the Risk Management Committee of the Board and service the work of this Committee in liaison with the Principal and the Committee Chair
- 2.4. Organise and oversee the College Victorian Registration and Qualifications Authority (VRQA) compliance requirements
- 2.5. Be a member of the Activities, Camps and Excursions (ACE) Team to facilitate the approval of applications for such events, including appropriate risk assessment and compliance.
- 2.6. Assist with international visit/exchange programs and Immersion including the conduct of Risk Assessments and post program reviews
- 2.7. Oversee the administration of the Educational Management System (EMS)

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- 2.8. Assist the HR Manager with the Induction and Mentoring Program for staff new to the College
- 2.9. In collaboration with the Human Resource Manager, identify and arrange training for mentors and minders of new staff
- 2.10. Maintain legislated training requirement records
- 2.11. Assist in the preparation of risk assessments for College events

5. Risk and Occupational Health and Safety

- 5.1. Be the appointed Risk Manager as described in the Siena College Risk Management Framework
- 5.2. Be responsible for managing the Child Safe Risk Register
- 5.3. Liaise with third party providers of risk management software (Complispace) and maintain its currency and accuracy
- 5.4. Manage the College on-line Risk Register, Hazard and Near Miss Registers
- 5.6. Prepare the two annual risk reports for the College Board
- 5.7. Convene and chair the Siena College Occupational Health and Safety (OHS) committee
- 5.8. Oversee OHS matters on site, in collaboration with the Executive Director – Business Services
- 5.8. Organise training in OHS and certification for staff
- 5.9. Oversee the input of data into the School Activity Locator
- 5.10. Promote Child Safety through the risk assessment process and be a member of the Child Safe Committee
- 5.11. Be responsible for the development and implementation of the College's Risk Framework and Plan
- 5.12. Be responsible for the implementation of the Risk Management Policy
- 5.13. With the Health and Safety Representatives, conduct Workplace Assessments and Hazard Identification walks
- 5.14. Maintain the hazard identification and near miss register
- 5.15. In conjunction with senior staff, ensure the training of staff in all legislative compliance requirements including Child Safe, Anti-Discrimination and Privacy
- 5.16. Maintain records for all legislative compliance requirements

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6. General accountabilities for all Staff

- 6.1. Demonstrate duty of care to students in relation to their wellbeing
- 6.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 6.3. Adhere to the College professional dress code for staff
- 6.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 6.5. Demonstrate professional and collegial relationships with colleagues
- 6.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 6.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 6.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 6.9. Be familiar with and comply with all College policies and procedures
- 6.10. Undertake any other duties as delegated by the Principal

The Risk and Compliance Manager role is a new appointment. With commencement in June, 2021, this role description and position will be reviewed in 2023.