Risk and Compliance Manager

Position dimension:
There is an increasing need in schools to meet prescribed risk and compliance standards. This task can be time consuming and difficult to monitor when the responsibility is spread amongst several people within the organisation. Failure to meet compliance obligations or adequately cater for risk, could cause reputational damage and pose a threat to the ongoing viability of a school. Billanook, Cornish and Kingswood Colleges have identified the need for a full time Risk and Compliance Manager to assist the Colleges to improve and better manage risk and compliance.

The Risk and Compliance Manager will provide general risk management and compliance advice and support the Senior Leadership Group at each College by establishing processes, procedures and preparation of documentation to ensure that the College’s compliance and risk obligations (regulatory, legal and operational) are met.

Working relationships across all Colleges:
- Principals
- Business Managers
- Deputy Principals
- Senior Leadership Teams
- Administration staff

Main responsibilities:
The Risk and Compliance Manager is expected to:
- Ensure all Colleges are Victorian Registrations and Qualifications Authority (VRQA) compliant
- Stay abreast of legal and regulatory changes that affect the Colleges and ensure that policies and procedures are compliant with current legislation;
- Review key processes associated with risk and compliance within the Colleges;
- Develop a risk management strategy for the Colleges based on best practice;
- Review all College policies and provide advice about perceived gaps, the need to review and/or rewrite; redraft policies for consideration as required
- Implement and maintain a framework to facilitate the effective management of risk and compliance at the Colleges;
- Assist with the development of new risk management plans as required;
- Maintain an accurate risk / compliance chronology for each College;
- Support staff to develop risk assessments;
- Provide training for staff in risk and compliance matters as required;
- Analyse and report OHS data for both staff and students.
- Support the Senior Leadership Group in each College by fostering and supporting a robust risk management and compliance culture within each College.

Classification:
The position will be on a fixed 9 month contract.

Key Skills:
- Demonstrated experience in risk management and compliance functions;
- Expertise with Australian Risk Management Standards;
- A strong understanding of compliance obligations within a Victorian school environment;
- Initiative, and the ability to effectively prioritise and work autonomously;
- Demonstrated capacity to work in a team environment, and across different schools;
- An ability to take an end to end process view for compliance purposes;
- Strong capacity to communicate with and gain support from colleagues;
- Well-developed communication skills;
- Proficiency and competence in Microsoft Office/Excel and knowledge of risk and compliance software.
Applicants should note:

- One day per week is to be spent at each of the separate College’s with the remaining time flexible with the option of working from home or at one of the Colleges.
- The Risk and Compliance Manager will, whenever invited, attend meetings of the Sub-Committees of the College Councils responsible for risk, and the OH&S Committee meetings.
- The Colleges are committed to the safety and wellbeing of all children.
- The successful applicant will be expected to observe the Code of Conduct of each College and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- The Colleges are committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Qualifications and/or experience:

- Risk Management qualifications or three years’ experience in a similar role;
- Legal compliance experience in a similar organisation;
- Current Working with Children’s Check for employment purposes;
- Current Victoria Police Check for employment purposes.

Reporting relationships:
This position reports to: Business Managers of each College, and through them, to the Principals.

Applications:
Applications should include:

- a brief cover letter
- a current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicants professional work (or training) during the last five years
- supporting documents that address the above criteria

Emailed applications need to be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of Working with Children’s Check, Victoria Police Check and transcripts of qualifications claimed.

Applications should be submitted by 9.00am, Monday 5 September to:

Mrs Willeka Cox
Human Resources Manager
Cornish College
Email: employment@cornishcollege.vic.edu.au