

Job Description

Risk & Compliance Manager

The Risk & Compliance Manager will have primary responsibility for the overall maintenance of the Risk Management Program, the Compliance Program, Work Health Safety Program and Policy Management. They will also be expected to work with College leadership (including the College Board) management teams and staff to promote a risk and compliance culture.

The Risk & Compliance Manager will have an FTE of 0.8 – 1.0 (four to five days per week); negotiable with the successful candidate.

Responsible to: Director of Finance & Resources

Direct Reports: Work Health & Safety Officer

1) General Duties

1. Ensuring the alignment of governance, risk and compliance frameworks with the overall strategic objectives
2. Facilitating the promotion of a strong culture of risk and compliance awareness and management with a focus on training and mentoring staff at all levels
3. Providing assurance to key stakeholders in relation to overall compliance with the Non-Government School (NGS) Registration Standards and Other Requirements; and, applicable laws and regulations
4. Leading the school's renewal of registration process and ensuring application documentation and required evidence are prepared for Principal and Board Chair approval
5. Ensuring the Principal and College Board comply with their ongoing NGS obligations

2) Policy Management

- 2.1 Maintaining the policy management framework to ensure all policies are maintained up-to-date and readily available to staff
- 2.2 Ensuring policies and procedures are consistent with the NGS Registration Standards and Other Requirements, benchmarked against Department of Education and AISWA policies and procedures
- 2.3 Ensuring policies and procedures are compliant with current legislation
- 2.4 Reviewing all policies, providing advice about perceived gaps, the need to review and/or rewrite; redraft policies for consideration as required
- 2.5 Providing training for staff in policies and procedures as required
- 2.6 Maintaining the Staff Portal and Policy Centre on Share Point
- 2.7 Policy Management includes Human Resources, Work Health and Safety, related Governance and School Policies and Procedures.
- 2.8 Preparing reports to the College Board in relation to policy changes and updates, and presenting these to the Board or Board Sub Committees as required.

3) Risk Management

- 3.1 Maintaining the risk management strategy for the College based on best practice and Australian Standards.
- 3.2 Maintaining the College's Risk Management Program and Risk Management (Appetite) Statement.
- 3.3 Providing organisational leadership and oversight over the school's risk management framework
- 3.4 Continuously monitoring changes in the activities of the College and ensuring that risks arising from any significant changes are considered within the risk framework
- 3.5 Establishing clear delineations of lines of responsibility for managing the end-to-end risk process
- 3.6 Assisting with the development of new risk management plans as required
- 3.7 Supporting staff to conduct risk assessments
- 3.8 Assisting staff in ensuring that risk controls and treatment plans are carried out efficiently and effectively
- 3.9 Facilitating the maintenance of risk registers
- 3.10 Preparing risk reports for the Board and the Principal
- 3.11 Providing training for staff in risk management as required
- 3.12 Managing and maintaining the Tickit on Demand System

4) Compliance

Compliance covers legal and regulatory obligations, as well as those arising from school policies. Reference to compliance obligations below covers all areas of compliance.

- 4.1 Ensuring overall compliance with the NGS Registration Standards and Other Requirements
- 4.2 Staying abreast of legal and regulatory changes that may have an impact on the school
- 4.3 Facilitating the integration of key compliance obligations into existing policies, procedures and practices
- 4.4 Undertaking/coordinating compliance audits e.g. Annual Child Safety Audit and External WHS Audit
- 4.5 Ensuring compliance activities and audit results are objectively reported to the Principal and the Board
- 4.6 Providing induction and training for staff and others in compliance matters as required and ensuring induction documentation remains up to date

5) Incident Management

Risk management, compliance and incident management are integrally related and as such should be managed together. Incidents include but are not limited to complaints, compliance breaches, accident/incidents and near misses

- 5.1 Maintaining the systems for reporting of incidents
- 5.2 Ensuring the effective management of incidents
- 5.3 Maintaining processes for investigating and analysing data with respect to the various types of incidents
- 5.4 Preparing incident summary reports for the Principal and WHS committee (Annual and quarterly reports)

6) Work Health and Safety

- 6.1 Providing leadership and line management of the WHS Officer, including the WHS work program
- 6.2 Maintaining the Work Health Safety Program, including Return to Work and Injury Management
- 6.3 Facilitating board and management support of the WHS Program

- 6.4 Implementing and monitoring WHS control initiatives
- 6.5 Ensuring staff and senior management complete awareness training
- 6.6 Maintaining the WHS Hazard Register and risk assessment process
- 6.7 Recording and collating incident reports
- 6.8 Monitoring and reviewing overall effectiveness of the WHS program
- 6.9 Reviewing and updating the College's Work Safe Policies
- 6.10 Ensuring compliance with contractor management, visitor management and volunteer management systems, policies and procedures
- 6.11 Providing contractor and volunteer induction and ensuring induction documentation remains up to date

7) Miscellaneous

- 7.1 Cooperate in matters of WHS by acting responsibly, taking care of themselves and others, as an employee of the College.
- 7.2 Be cognisant of the work of College Committees, including WHS and IT, and assist in their endeavours as directed by the Principal
- 7.3 Other duties as directed by the Principal

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Director of Finance & Resources

The Risk & Compliance Manager is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

SELECTION CRITERIA

- 1. Demonstrated experience in risk management, assurance and compliance functions
- 2. Comprehensive understanding of the theory and practice of risk management, assurance and compliance
- 3. A strong understanding of compliance obligations within Western Australian school environment
- 4. Ability to build on a comprehensive existing governance and compliance framework
- 5. Experience in policy development and policy management
- 6. Highly developed leadership and management skills
- 7. Highly developed change management and negotiation skills
- 8. Highly developed organisational and project management skills
- 9. Highly developed communication skills across all levels of the organisation, including board, executive staff, leadership and others.
- 10. Ability to convert complex legislation or information into plain language
- 11. Ability to work autonomously, as part of a team and in coordination of some aspects of the work of others
- 12. Ability to provide a current Pastor/Minister's reference / referee commendations.