



# Position Description

<b>Position Title</b>	<b>Compliance and Risk Coordinator</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Strategy, Risk and Governance
<b>Location</b>	<i>Wangaratta, Tatura, Bendigo</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	CEO Administration Level 4
<b>Remuneration</b>	\$86,685 (excluding superannuation)
<b>FTE</b>	1.0
<b>Status</b>	Ongoing
<b>Reports to</b>	Compliance and Risk Advisor

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853, the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## Function Summary

Catholic Education Office Sandhurst (CEOS) comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission/Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People & Culture
- Operations; and,
- Strategy, Risk and Governance

The Strategy, Risk and Governance function is responsible for establishing and managing the strategy and governance architecture and processes to enable the development, monitoring and implementation of the vision and strategy for the organisation.

The function works closely with each of the Executive Leadership members to ensure their individual function is aligned with the overarching Catholic Education Sandhurst Limited Strategic Plan and remains on track with the planning, operationalising and implementation of their strategic initiatives.

The function is diverse and includes:

- Strategy, Governance and Performance
- VRQA Compliance
- Governance (including Board Support and Company Secretariat)
- System innovation projects; and,
- Legal, Risk and Compliance

The Strategy, Risk & Governance function also works with leaders to ensure adherence to industry guidelines and regulatory practice to mitigate operational and litigious risk, whilst driving system improvements and creating opportunities for innovation and growth across the Diocese.

## Position Summary

Reporting directly to the Compliance and Risk Advisor, the Compliance and Risk Coordinator is a crucial role within our organisation, responsible for ensuring compliance with regulations, managing risk, and supporting safe learning environments. This position coordinates compliance and risk management

activities across our 52 schools, providing guidance, support, and oversight to establish consistent practices and mitigate potential risks. The Compliance and Risk Coordinator conducts and supports schools to develop comprehensive risk assessments, maintains up-to-date risk registers, and collaborates with schools to develop effective risk mitigation strategies. With a focus on training and support, this role empowers staff to actively participate in compliance and risk management efforts. The Compliance and Risk Coordinator will cultivate a culture of shared responsibility in compliance and risk management. This position requires strong analytical skills, excellent communication, and the ability to work independently to ensure compliance, enhance safety, and support the overall risk management of our organisation's students and staff.

## Key Responsibilities

<b>Culture of Compliance</b>	<ul style="list-style-type: none"> <li>• Develop and promote a culture of compliance awareness and consciousness among all CES Ltd staff members.</li> <li>• Raise awareness of issues associated with risk within all workplaces of CES Ltd.</li> <li>• Support the development, implementation, documentation and dissemination of relevant legislative changes, policies, procedures, processes, controls, and guidelines to promote compliance and reduce risk across CES Ltd work locations and operations.</li> <li>• Provide support with ongoing reviews (in accordance with an approved plan) to assess compliance with controls and their effectiveness.</li> <li>• Conduct training programs on compliance obligations, best practices, and ethical conduct.</li> <li>• Establish effective communication channels to disseminate compliance updates and guidelines.</li> <li>• Foster a collaborative environment that encourages staff to actively participate in compliance and risk efforts.</li> </ul>
<b>Risk Management and Compliance Advice</b>	<ul style="list-style-type: none"> <li>• Provide administrative support in the analysis and evaluation of compliance risks and the development of risk treatment plans.</li> <li>• Support the administrative maintenance of systematic monitoring of regular reporting of compliance, in line with internal and external obligations.</li> <li>• Conduct comprehensive risk assessments, identifying potential hazards and recommending appropriate control measures.</li> <li>• Provide expert advice and guidance on risk management strategies and mitigation plans.</li> <li>• Collaborate with schools to develop risk management best practices and action plans.</li> </ul>

	<ul style="list-style-type: none"> <li>Support schools in incident and accident reporting, investigation, and analysis.</li> </ul>
<b>Risk and Compliance Frameworks</b>	<p>Assist the Compliance and Risk Advisor to monitor the risk and compliance frameworks and their overall strategic objective by:</p> <ul style="list-style-type: none"> <li>supporting the review and enhancement of the design and implementation of current systems and programs as required by CES Ltd schools</li> <li>supporting the maintenance of compliance and risk registers</li> <li>supporting the Compliance and Risk Advisor to facilitate the identification of key compliance obligations, with the support of other key stakeholders, and translating those requirements into actionable policies and procedures</li> <li>developing, implementing, and maintaining risk and compliance processes aligned with industry standards and regulatory requirements.</li> <li>regularly review and notify of risk and compliance policies and procedures that require updating.</li> <li>ensure effective implementation of risk and compliance frameworks across the organization.</li> <li>monitor and evaluate the effectiveness of risk and compliance controls and recommend improvements as needed.</li> </ul>
<b>Compliance software</b>	<p>Administer applicable compliance software across the Diocese of Sandhurst, including:</p> <ul style="list-style-type: none"> <li>provide support with the development, implementation, documentation and dissemination of relevant policies, procedures and processes</li> <li>supporting schools with the administration implementation of the compliance system and the maintenance of their portals</li> <li>supporting the Compliance and Risk Advisor to provide training opportunities for schools to increase their awareness and overall knowledge of the Assurance platform, and for specific issues such as school reviews</li> <li>oversee the implementation and maintenance of compliance software tools.</li> <li>collaborate with IT department to ensure the proper functioning and integration of compliance software within existing systems.</li> </ul>
<b>Legislative compliance</b>	<ul style="list-style-type: none"> <li>Understand the legislation that underpins CES Ltd operations.</li> <li>Stay abreast of relevant laws, regulations, and industry standards impacting the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor changes in legislative requirements and communicate updates to relevant stakeholders.</li> <li>• Conduct audits and assessments to ensure compliance with applicable laws and regulations.</li> <li>• Advise on measures to address any identified compliance gaps or deficiencies.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Compile reports to assist with the analysing of trends and identifying risk and compliance issues.</li> <li>• Prepare regular reports on compliance status with risk assessments and risk registers.</li> <li>• Maintain organised and up-to-date records related to compliance and risk management activities.</li> </ul>
<b>Ad hoc projects</b>	<ul style="list-style-type: none"> <li>• Undertake ad hoc projects related to compliance and risk management as assigned by senior management.</li> <li>• Collaborate with cross-functional teams to address specific compliance or risk-related initiatives.</li> <li>• Conduct research and analysis to support the development of new compliance strategies or initiatives that support risk management.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd.'s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by

employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

### **Requirement for onsite work**

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

## **Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications at Cert IV or higher, or equivalent experience.</li> <li>• A current unrestricted Australian Drivers Licence.</li> <li>• National Police Record Check.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience with administrative tasks with strong attention to detail.</li> <li>• Understanding of relevant laws, regulations, and industry standards.</li> <li>• Familiarity with compliance frameworks and best practices.</li> <li>• Proficiency in conducting comprehensive risk assessments and developing risk mitigation strategies.</li> <li>• Experience in implementing controls and measures to minimise risks.</li> <li>• Proficiency in preparing comprehensive reports on compliance status and risk assessments.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience in maintaining organised records and ensuring data privacy.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, Publisher and Google applications.</li> <li>• Highly effective communication skills, including dealing with difficult conversations as well as excellent negotiation skills.</li> <li>• Experience in creating presentations, assisting with workshops and training events.</li> <li>• Ability to work without close supervision and to act independently where appropriate.</li> </ul>
<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in an education environment would be highly regarded, but not essential.</li> <li>• Experience in risk management and compliance.</li> <li>• Knowledge of Child Wellbeing and Safety Act 2005.</li> </ul>