



# Position Description

<b>Position Title</b>	<b>Compliance Assistant</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Strategy, Risk and Governance
<b>Location</b>	<i>Bendigo, Tatura, or Wangaratta</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	CEO Administration Level 3
<b>Remuneration</b>	\$74,333 to \$79,688 (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 Chief Executive Officer 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 Chief Executive Officer 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, 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 and Culture
- Operations; and,
- Strategy, Risk and Governance.

The Strategy, Risk & 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 Assistant will be responsible for providing administrative support and engendering a culture of compliance within Catholic Education Sandhurst Limited. The primary responsibility will be to support the Compliance and Risk

Advisor with raising awareness of risk issues and to provide support and advice to reduce risk across CES Ltd work locations and operations.

## Key Responsibilities

<b>Culture of Compliance</b>	<ul style="list-style-type: none"> <li>Engender a culture of compliance within CES Ltd.</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>Support the coordination of education and training programs for CES staff and other key stakeholders.</li> <li>Support in maintaining feedback/communication mechanisms and systems.</li> <li>Provide support with ongoing reviews (in accordance with an approved plan) to assess compliance with controls and their effectiveness.</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> </ul>
<b>Risk and Compliance Frameworks</b>	<ul style="list-style-type: none"> <li>Assist the Compliance and Risk Advisor to monitor the risk and compliance frameworks and their overall strategic objective by:               <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> </ul> </li> </ul>
<b>Compliance software</b>	<ul style="list-style-type: none"> <li>Administer applicable compliance software across the Diocese of Sandhurst, including:</li> </ul>

	<ul style="list-style-type: none"> <li>– Providing 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 platform, and for specific issues such as school reviews.</li> </ul>
<b>Legislative compliance</b>	<ul style="list-style-type: none"> <li>• Understand the legislation that underpins CES Ltd operations.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Support regular compliance and risk reports.</li> <li>• Compile reports to assist with the analysing of trends and identifying of issues.</li> </ul>
<b>Ad hoc projects</b>	<ul style="list-style-type: none"> <li>• Assist the broader strategy, risk and compliance team to complete any ad hoc projects as required</li> <li>• Support with creating information to schools as required.</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> </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>