



Compliance Manager

Title	Compliance Manager
Classification	Education Support Employee Level 4, subdivision (TBC)
	Category C (TBC)
Value range	TBC plus 9.5% superannuation
Employment status	Ongoing / Full-time
Date Reviewed	May 2017

The Compliance Manager is appointed by the Principal and is accountable to the Principal through the Business Manager/Assistant Principal - Operations.

The Compliance Manager is responsible for implementing the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. The Compliance Manager supports the vision and goals of the College as a learning community and participates in ongoing professional development and learning.

This position is responsible for the day to day operations of policy and procedures development, assisting in ensuring the College meets its compliance and assurance obligations as determined by all external organisations including Marist Schools Australia (MSA), Catholic Education Commission of Victoria (CECV), Victorian Registrations and Qualifications Authority (VRQA) and other regulatory bodies. The position will be the administrator of the *Complispace* compliance system as implemented by MSA.

Responsibilities:

Compliance Administration

- To be a trusted, confident and reliable representative of the College administrative function and a valued leading team member
- To ensure the Leadership Team are fully apprised of relevant matters relating to compliance and risk management to assist the College in meeting its obligations
- To provide support and training (including testing as necessary) for new and existing staff in awareness of compliance requirements via induction, ongoing professional learning sessions and one on one contact as necessary
- To develop and maintain a program of compliance function improvements that accord with the College Strategic Plan. Regularly monitor and report progress achieved
- To develop a schedule of compliance function routine deliverables, set accountabilities, monitor performance and provide feedback
- To facilitate the administration of College policies and procedures and associated controls. Ensure they are effectively communicated, understood and adhered to and are reviewed regularly to ensure currency in accordance with the College's protocols
- To work in ensuring that staff are empowered to own their respective compliance responsibilities
- To be responsible for the administration of the *Complispace* compliance management system that has been implemented at the College including liaison with *Complispace* staff regarding enhancements, upgrades and other communication

Risk Management

- To assist in identifying and documenting relevant risks across the College. These risks as identified by MSA are broadly categorised as follows:
 - Child Protection
 - Complaints Handling
 - Financial Reporting
 - Governance, Risk Compliance and Policy Management
 - Key Stakeholder Communications
 - Occupational Health & Safety Compliance
 - Privacy Compliance
 - Registrations Standards Compliance
 - Student Bullying
- To review the controls that are in place to mitigate the risks and undertake testing and monitoring of the controls to review their effectiveness
- To prepare reports to the College leadership team, MSA and various government authorities as applicable
- To complete reviews and reports as requested by the Business Manager or Assistant Principal - Operations
- To be conversant with the College school administration systems (including Synergetic) and recommend, develop and implement improvements to the systems to assist in meeting risk management strategies

Occupational Health & Safety (OH&S)

- To be a leading member of the College's OH&S Committee
- To observe and adhere to all OH&S requirements and actively support improvements to OH&S
- To ensure all policies meet legislative and other requirements

Consulting and Insurance

- To provide support and advice to the Principal, Business Manager, Executive and other Leadership roles relating to compliance and risk Management
- To assist the Business Manager in managing the range of College insurance policies

Project Management

- To initiate, justify, scope, plan and lead execution of projects relating to compliance and risk management to foster a culture of continuous improvement

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

The duties outlined above may be subject to variation from time-to-time by the Business Manager/Assistant Principal - Operations or the Principal.

CRITERIA

Applicants should be able to demonstrate:

Essential

- A commitment to the College's Marist mission and vision
- A commitment to Child Safety
- Experience in a leading compliance or risk role within a community or business environment
- A friendly demeanour with advanced administrative, interpersonal and organisational skills
- An excellent sense of professional responsibility including confidentiality
- Advanced working knowledge of the Microsoft Office products suite
- Undergraduate degree in a Business or Risk Management or related field

Highly Desirable

- Experience with using the *Complispace* compliance system or similar digital tool
- Formal risk or compliance qualifications
- Sound working knowledge of the *Synergetic* school administration system or similar
- Experience working in a school

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check and Working with Children Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.