



Role Description

Risk and Compliance Officer

This leadership position is directly responsible to the Principal, Deputy Principal and Business Manager for the alignment of corporate governance, risk and compliance accountability frameworks consistent with the vision of Edmund Rice Education Australia (EREA), the College's Strategic Plan and with Catholic teachings, principles and values. The position holder will provide specialised risk management and compliance advice to the College, including the design, implementation and review of processes and procedures to ensure the College meets its regulatory, legal and operational compliance and risk obligations.

College Ethos

- Demonstrates support for the philosophy and values of the College.
- Fosters the charisma of Edmund Rice.
- Demonstrates active leadership and promotion of the EREA Charter and its Touchstones
- Models high professional standards which accords with the EREA Code of Conduct.
- Supports, promotes and engages in the social justice initiatives of the College.
- Supports College policies and programs.
- Demonstrates loyalty to professional colleagues.
- Participates in the EREA Formation programs

Professional Learning

The Risk and Compliance Officer is expected to demonstrate outstanding modelling in relation to their own Professional Learning as outlined in their own Professional Learning Plan ensuring that they remain abreast of Educational Risk and Compliance legislation.

It is expected that the Risk and Compliance Officer will participate in a significant Professional Learning or Leadership Experience within the term of their contract. It is assumed this experience will be linked with the role and shared with colleagues. In addition, they are expected to attend relevant Risk and Compliance related conferences.

The Risk and Compliance Officer will experience a Professional Review in the fifth year of their current contract. Each year, they will participate in an Annual Professional Discussion with the Business Manager.

Key Responsibilities

- Ensure the alignment of governance, risk and compliance frameworks within our overall strategic objectives;
- Institute an effective compliance program from procedural design through to the development of strategies to manage and mitigate risk through the development of a compliance roadmap;



- Provide assurance to key stakeholders in relation to our overall compliance with legislation, regulations and NSW Education Standards Authority (NESA) as it relates to Registration and Accreditation of Non-government Schools (RANGS);
- Ensuring regulatory frameworks adequately support and, are in accordance with NESA standards for our College as a Teacher Accreditation Authority (TAA);
- Develop a continuous, proactive and systematic process to understand, manage and communicate risk management and compliance from a College-wide perspective through attendance at Risk Management Committee meetings;
- Monitor work health and safety (WHS) policy performance, record incidents, analyse data to identify breaches and implement controls and present at WHS Committee Meetings;
- Facilitate the promotion of a strong culture of risk and compliance awareness and management across the College and provide learning opportunities to support the capability of our staff to manage risks;
- Identify and document key legal, regulatory, organisational and contractual compliance obligations;
- Engage with key stakeholders to ensure the College maximises strategic and operational outcomes through the use of enabling technologies including our governance, risk and compliance (GRC) Software (CompliSpace);
- Systematically identify, analyse, evaluate and develop targeted actions to respond to risks through the administration and maintenance of the College's Risk Register;
- Establish, monitor and measure compliance performance and analyse performance to identify the need for corrective action;
- Develop and manage internal practices, procedures and systems to ensure the College and its staff comply with the Australian Privacy Principals and the Notifiable Data Breaches scheme as it relates to the Privacy Act 1988 (Privacy Act);
- Develop and maintain in consultation with Director of Administration and the College Business Manager, the return to work and injury management compliance;
- Review and provide advice on risk assessments for all tours, camps, activities and excursions; as required;
- Any other duties as directed by the Principal.

Communication with Staff

- Consults with the Principal, Deputy Principal, Business Manager and relevant Executive members regarding Risk and Compliance matters.

Professional Development of others

- Organises in conjunction with the Deputy Principal and Director of Professional Learning relevant Professional Development opportunities for teaching staff related to Risk and Compliance obligations.





Administration

- Manage the administration and maintenance of the CompliSpace platforms of *PolicyPlus* (Risk Management, Compliance, Child Protection, Health & Safety); *Assurance* (Risk Management and Incident Notification) and *Staff Learning System* (mandatory induction modules and professional online learning) to ensure capability and compliance;
- Chair the College WHS Committee maintaining accurate records of meetings and other administrative functions including but not limited to, workplace inspections, risk assessments, hazardous materials register and other compliance records.

Liaison with College Community Members

- Develop and present reports to College Executive and College Board when required.
- Work with the Deputy Principal to coordinate College Registration and Accreditation and the Annual School Report as appropriate.

Ultimately the Risk and Compliance Officer is responsible to the Principal, who may vary the above duties from time to time, may ask the person to take on other duties.

