



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	Risk, Compliance and Human Resources Manager
Reports to	College Principal, Deputy Principal and Business Manager
Location	Main Campus – St Kilda East
Basis of Employment	Full-Time Ongoing
Salary Range and conditions	ESC5/1 to ESC5/5 with 7 weeks annual leave (to be taken during school holidays)
Date	November 2023
Approved by	College Principal

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children and the Edmund Rice Education Australia (EREA) Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

Primary Purpose of Position Objective

The Risk, Compliance and Human Resource Manager will work closely with the leadership team to deliver strategic and operational Human Resources and Compliance processes and requirements across the College. It is expected that the Risk, Compliance and Human Resource Manager will lead and develop strategies and processes that promote high performance and a supportive collegial culture within the College.

Reporting to the Deputy Principal, the Risk, Compliance and Human Resources Manager will manage the day-to-day operations of risk mitigation and policy and procedures development, ensuring that the College meets its Compliance and Assurance obligations with the relevant authorities. This will include the overall implementation and maintenance of the College compliance, Occupational Health and Safety, Child Safety Standards and incident management platform ensuring timely updates, including the Staff Learning System incorporated within the Compliance platform. They are also expected to work with the members of the College Leadership Team as well as all staff to promote a College risk, compliance and child safe culture.

The Risk, Compliance and Human Resource Manager will, manage the human resource functions of the College, working closely with the Principal and Principal's EA.

General responsibilities of the role include, but are not limited to:

General Duties

- Attending school meetings, liturgical celebrations and services/assemblies, community and faith days, as required.
- Maintaining currency of first aid, mandatory reporting and anaphylaxis training.
- Administering appropriate first aid to ill or injured students, staff and visitors, as required.

Faith Dimension

- Support the faith, religious dimensions and values of the Catholic Church and EREA.
- Participate in St Mary's College community activities that uphold the objectives and traditions of Edmund Rice Education and the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.
- Attend College services, mass, assemblies, community, and faith days as required by the Principal.

Professional Conduct

- Be familiar with and comply with the College's policies including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct and the EREA Code of Conduct.
- Assist in the provision of a child-safe environment for students.
- Contribute to a healthy and safe work environment and compliance with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Represent the College in a positive and professional manner to students, parents, professional bodies, and the wider community.
- Deal with sensitive and confidential information in a professional manner.
- Adhere to the College's Professional Dress Code.

Professional Development

- Demonstrate a commitment to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue to develop ICT skills as technologies evolve.
- Attend College meetings, staff professional development and faith development sessions where appropriate.

Specific responsibilities of the role include, but are not limited to:

General	Working closely with the Business Manager and Deputy Principal, you will be responsible for: <ul style="list-style-type: none">• Ensuring an understanding of the College's compliance requirements in accordance with legislation, EREA and Catholic Education Commission of Victoria (CECV).• Ensuring the alignment of governance, risk and compliance frameworks within overall strategic objectives.• Facilitating the promotion of a strong culture of risk and compliance awareness and management across the school with a focus on training and mentoring staff.• Working with key stakeholders, including the College leadership Team and Staff, towards the integration of key governance and operational programs.
College Registers / OHS / Risk Management	<ul style="list-style-type: none">• Develop and maintain College registers including, but not limited to: Working With Children Checks/Criminal Records Checks Register, Child Safeguarding Risk Register, Child Safety Training Register, Staff First Aid Training Register (including Anaphylaxis and Asthma), Victorian Institute of Teaching Register, Incidents Register, Hazards Register, and in conjunction with EREA and the College Leadership Team, maintain the

	<p>College Operational Risk Register to ensure that the College appropriately manages, monitors and mitigates recognised risks.</p> <ul style="list-style-type: none"> • Assign and monitor the completion of Risk Assurance tasks to Members of the College Leadership Team through College Assurance system. • Chair OHS Committee meetings. • Prepare reports as requested by the Principal. • Manage the College excursion planning and approval process including review of risk assessments.
EREA/CECV Compliance Requirements	<ul style="list-style-type: none"> • Respond to requests for compliance related information from CECV, EREA and other regulatory bodies. • Advise the College Leadership Team of changes to regulations or legislation which affect compliance requirements or College policies. • Provide assurance to EREA in relation to the College's overall compliance with Registration Standards, related laws and regulations and liaise with regulators and EREA as our governing authority as required.
VRQA, Governance and other Compliance Obligations	<ul style="list-style-type: none"> • Lead College compliance reviews including, but not limited to the VRQA/CECV Registration Compliance Review process with regard to overall compliance with VRQA Minimum Standards, Child Safety, Working With Children Checks, Occupational Health and Safety. • Ensuring College policies and procedures meet the VRQA Minimum Standards. • Maintaining the Responsible Persons Register and related Statutory Declarations. • Assist the College Principal with compliance reporting and attestations.
Staff Induction and Training	<ul style="list-style-type: none"> • Provide induction and onboarding of new College employees, volunteers and contractors and act as the College Induction Coordinator. • In conjunction with the Deputy Principal, provide staff with professional learning associated with compliance, College policies and procedures. • Develop, assign, track and follow up staff completion of compliance training. • Work with members of the College Leadership Team to promote a culture of risk awareness and safety. • Ensure Staff Handbook is up to date.
Policy Management / EREA Compliance Platform	<ul style="list-style-type: none"> • Provide organisational leadership and oversight of College policies including the creation, development and review of policy and procedures and publishing policy on the College policy platforms and public websites, as appropriate. • Manage and maintain the College's EREA 'Policy Connect', incident management systems, and Assurance checklists and reporting. • Implement new policy and compliance requirements as directed by EREA.
Child Safe Protocols and Compliance	<ul style="list-style-type: none"> • Together with EREA, the College Principal and College Leadership Team, ensure College policies, procedures, and practices are in accordance with Ministerial Order 1359 including: <ul style="list-style-type: none"> - Culturally safe school environments. - Child safety and wellbeing is embedded in organisational leadership, governance and culture. - Child and student empowerment. - Family engagement. - Diversity and equity. - Suitable staff and volunteers. - Processes for complaints and concerns are child focused. - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

	<ul style="list-style-type: none"> - Child safety in physical and online environments. - Review of child safety practices. - Implementation of child safety practices.
Recruitment and Selection	<p>Coordinate the Staff Recruitment and Induction processes:</p> <ul style="list-style-type: none"> • Ensure compliance of College recruitment processes and role descriptions. • Prepare advertisements and liaise with external advertising mediums. • In liaison with members of College Leadership, ensure position descriptions are relevant, reviewed regularly and approved by the Principal. • Place advertisements on the College and other external websites, as required. • In conjunction with the Principal and Deputy Principal support the shortlisting process, organise interview panels and prepare interview Questions. • Conduct referee checks • Prepare letters of offer for successful candidates in conjunction with the Principal's EA. • On request of the Principal or the Principal's EA, prepare Contracts of Employment • Coordinate the communication and liaison with applicants throughout the process. • Ensure all new staff have provided all of the required employment documentation and relevant compliance checks prior to starting • Produce and maintain a clear procedural document of the College recruitment and selection process. • Coordinate the Positions of Leadership cyclical recruitment and selection processes. • Create employee Records in the HR Database • Prepare letters of Variations to employees, as required
Annual Review Meetings	<ul style="list-style-type: none"> • In liaison with the Deputy Principal, Principal's EA and Business Manager, support and participate in the Annual Review Meetings (ARM) process. • Liaise with the Deputy Principal and College Leadership team to coordinate targeted Professional Learning Programs for each staff member, following their ARM.
Employment matters	<ul style="list-style-type: none"> • Support the College Principal in the management workplace issues, grievances and complaints in accordance with the Catholic Education Multi-Enterprise Agreement (CEMEA) and EREA policies and procedures. • Provide advice / respond to staff queries regarding conditions of employment and employee entitlements. • Escalate more difficult questions to the Deputy Principal, Principal, Business Manager or MACS employee relations as required. • Ensure all approved Parental leave, Long Service Leave, unpaid leave or long term sick leave is entered on the Approved Staff Leave schedule and the Extras calendar. • Develop and utilize a mechanism for calculating staff time in Lieu.
Staff Termination Process	<ul style="list-style-type: none"> • Provide administrative support for staff terminations • Arrange Exit Meetings • Assist with Retrieval of College property by issuing and monitoring staff departure checklist • Preparation of letters of Variation and/or Termination Notices as required
Other Duties	<ul style="list-style-type: none"> • Support the Deputy Principal and Business Manager to ensure the alignment of governance, risk and compliance frameworks with College strategic objectives.

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| | <ul style="list-style-type: none">• Support the Deputy Principal and Business Manager to review current systems and procedures to enhance efficiency, compliance and operational value. |
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Any other duties as requested by the Principal that are consistent with the Catholic Education Multi Employer Agreement 2022 (CEMEA).

Selection Criteria

Essential

- Openness to the ethos and values of the college and a willingness to demonstrate behaviour consistent with College values.
- Appropriate academic qualifications and/or suitable experience and a background relevant to the role.
- Previous risk, compliance and human resource management experience preferably gained in a school environment.
- Experience in policy development with strong attention to detail.
- Excellent interpersonal and communication skills including the preparation of professional written communications.
- Strong time-management skills and an ability to organise and coordinate multiple concurrent projects.
- Proven capacity to work independently including the ability to manage complex tasks with minimal supervision and work to tight timelines.
- Sound problem solving, project management and organisational skills, including strong attention to detail.
- Proficient in Microsoft Office Suite.
- Proficiency with office productivity tools and an aptitude for learning new software and systems.
- Flexible team player, willing to adapt to change and confidentially deal with challenges.
- Ability to maintain confidentiality of information related to the College, its students and its employees.
- Knowledge of the Catholic Education Multi Enterprise Agreement
- Must hold a valid Working With Children Check and be willing to undergo a National Police Record Check.
- Must hold current (or be willing to obtain) First Aid qualifications suitable for an education setting.

Desirable: Proficiency in Complispace 'Policy Connect', Assurance and Staff Learning System platforms, and SIMON Schools systems.

Other conditions

As part of the Principal's staff, the position requires involvement in school community activities outside currently designated school hours and participation in planning times. These commitments and expectations will be negotiated as appropriate in accordance with the VCMEA.