



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Compliance and Risk Coordinator

Position Description	
Position Title:	Compliance and Risk Coordinator
Reporting Relationships:	Responsible to Deputy Principal - Mission via the Human Resources Manager
Direct Reports (If Applicable):	N/A
FTE & Position type:	Full time and Ongoing
Classification Level:	Category A – Education Support Employee
Campus:	Berwick, Officer and Beaconsfield

Role Summary:
<p>The Compliance and Risk Coordinator is responsible for the implementation of risk and compliance functions including implementation of processes and procedures, tools and systems to identify, assess, measure and monitor risk and compliance. They will also ensure that the College has up to date policies and procedures in accordance with VRQA standards, Diocese of Sale Catholic Education Limited policies and procedures and other relevant government statutory authorities.</p>
Key Duties & Responsibilities:
<p>Manager of Complispace</p> <ul style="list-style-type: none"> ○ Ensuring all policies and procedures are current and follow up on policy review as required ○ Managing the user database ○ Managing the Victorian Registration Standards and requirements, ensuring that the College is compliant and collating evidence of compliance <ul style="list-style-type: none"> ● Manage records of staff professional learning ● Oversee the management of securely stored staff VIT, WWCC and other compliance obligation information (inc. VRQA, DOSCEL, DET employee and contractors' and visitors' statutory requirements) ● Manage child safe notifications from staff ● Conduct audits and training to ensure that the College is compliant with regards to its privacy policy and collection notices ● Manage OHS record keeping

- Oversee the Risk Management Process of the College, including onsite and offsite student activities
- Provide reports as required in relation to risk management and compliance
- Manage the College risk register
- Managing the implementation and review of policy and procedures
- Liaising with relevant stakeholders at Diocese of Sale Catholic Education Limited, CECV and other relevant government agencies
- Oversee training and attendance for emergency management
- Attend OHS Meetings
- Assist in the Induction of new staff
- Oversee relationships with organisations using College facilities to ensure they are compliant especially in the area of child protection

Skills, Knowledge and Experience:

- Experience in risk management and compliance systems
- Leadership experience with excellent interpersonal skills to build strong working relationships
- Willingness to take initiative and personal responsibility
- Ability to interpret standards, analyse data and identify needs
- Able to establish priorities and meet deadlines
- Ability to operate effectively in a complex environment and balance a range of priorities and expectations
- Clear and effective communication, both written and verbal
- Proficient in Microsoft products
- Ability to work effectively alone and as part of a team
- Commitment to occupational health and safety
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

June 2018