



General Staff

Position Description

Position Title: Risk and Compliance Manager
Prepared: April 2024
Reports To: Director of People and Culture
Prepared by: Director of Human Resources

Position Purpose

The Risk and Compliance Manager plays a vital role in overseeing and implementing risk and compliance measures across the College, ensuring St Leonard's College obligations are understood and met.

The Risk and Compliance Manager is responsible for the ongoing monitoring of the online systems of internal management and control in order to provide assurance to the Principal and College Council regarding the integrity of key operations, systems and control processes in relation to risk and compliance.

Position Status

This is a permanent full-time position, with six weeks' annual leave, plus College shut down days usually 4-5 per year.

Occasional weekend and evening work will be required as part of the role.

Reporting Relationships

Reports to the Director of People and Culture and ultimately to the Principal.

Working closely with the Human Resources team which includes administration help for the role.

Key Duties and Responsibilities

Compliance and Risk

Ideagen/CompliSpace Platform is the College online governance, risk, compliance, and policy management framework.

This role manages

Ideagen/CompliSpace platform; monitoring, editing and publishing updated policy and procedure content, in consultation key College stakeholders. All policies are signed off by the Principal.

CompliSpace Risk Assurance system, working with 'Risk Owners' assigned to ensure the ongoing review and assessment of risks, and completion of compliance tasks.

Compliance with the College's Child Safe Program and ensures all staff undertake annual child safe training.

CompliLearn; administration of this platform, management of staff user groups, assigning and monitoring internal compliance training, providing feedback towards platform improvements, producing staff training reports.

Compliance changes/updates to the VRQA school registration guidelines including Senior Secondary school requirements and coordinate the internal audit review (on behalf of the Deputy Principal) in

preparation for the College's 5 yearly VRQA reviews. Update the on-line VRQA Registration framework on CompliSpace accordingly.

strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff

Take all reasonable steps to protect children from abuse