ROLE DESCRIPTION
RISK AND COMPLIANCE MANAGER

Classification	Education Support Level 5 – Category C
Hours	Part Time – 0.8 FTE
Appointment duration	Ongoing
Date Reviewed	October 2026

PREAMBLE

In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building developments and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

OUR VISION

A dynamic, joy-filled and nurturing Catholic learning community that inspires all boys to strive for excellence in the spirit of St. John Bosco.

OUR MISSION

Salesian College Chadstone is a Catholic secondary school for boys in the Salesian tradition. It is a community that welcomes all young people and families. We are a school that celebrates diversity and forms young men through relationships, learning and faith so they may become good Christians and honest citizens who can act with respect and integrity in their service to others and our society. As a College, we are committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies

OUR VALUES

Integrity | Respect | Belonging | Joy | Dynamism

All leadership positions in our Catholic school in the Salesian Tradition are designed to demonstrate the value it holds for the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.

SALESIAN COLLEGE IS A CHILD SAFE SCHOOL IN ACCORDANCE WITH MINISTERIAL ORDER 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

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POSITION

The Risk and Compliance Manager at Salesian College Chadstone ensures adherence to laws, regulations, and internal policies, fostering a culture of risk awareness and compliance aligned with Catholic values and the college's mission. This role collaborates with the Leadership Team to develop and implement practices in risk management, child safety, policy development, OHS, incident management, and privacy, ensuring legal compliance.

The manager promotes risk, compliance, and safety, implementing frameworks to reduce risk. Key responsibilities include consulting with leadership, serving as Secretary to the Child Safety, Risk and Compliance Committee, supporting the Business Manager in their role as Company Secretary, supporting staff in risk and compliance, and delivering professional learning.

REPORTS TO

- Business Manager

RESPONSIBLE FOR

- N/A

KEY RESPONSIBILITIES

- Oversee the risk management function for the College
- Manage compliance and policy management
- Oversee and ensure child safety for the College
- Manage emergency management at the College
- Reporting to Board and relevant committees
- Provide governance and administrative support to the Board and Company Secretary
- Oversee Occupational Health and Safety and Privacy
- Act as Privacy Officer for the College

KEY DUTIES

Risk Management

- Facilitate the identification, assessment and monitoring of actual and potential risks affecting the College's operations, including operational, reputational, and compliance risks.
- Develop and implement a comprehensive risk management framework tailored to the unique needs of a Catholic educational environment.
- Oversee and coordinate the annual risk register for the College.
- Liaise with teaching staff to ensure risk management compliance in regard to offsite activities (camps, trips, tours, excursions and incursions).
- Prepare and present regular reports on risk management and compliance activities to the Principal and College Board and Board Subcommittees.

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Compliance

- Ensure compliance with all applicable local, state, and federal regulations and Catholic education standards.
- Researching and responding to current legal and/or regulatory knowledge of compliance changes that may impact the College and respond by making recommendations to the Board and/or Leadership Team, reviewing policies and procedures and providing staff training. Leading training for the College Leadership Team and College Board may be necessary.
- Regularly review and update school policies and procedures to reflect changing regulations and best practices.
- Support staff to ensure that they are up to date with all current compliance requirements.

- Coordinate and collate documentation and evidence for VRQA compliance reviews and CRICOS registration and compliance processes, liaising with relevant staff and regulatory bodies as required.

Child Safety

- Ensure compliance with Ministerial Order 1359 (MO1359) and relevant state and regulatory laws related to child safety.
- Develop and implement child safety strategies, policies and procedures that promote a safe environment for students.
- Conduct regular training for staff on child safety protocols and reporting obligations.
- Communicate clearly with parents and carers about the Child Safe Standards and the College's response, including relevant policies, procedures and safeguarding measures.
- Collaborate with external agencies as needed to ensure the school meets all child safety requirements.

Policy Development

- Collaboratively work with a range of stakeholders to review, maintain and develop policies, a policy register, manuals and forms and to ensure they are implemented and communicated effectively in the community.
- Collaborate with school leadership to develop, communicate, and implement risk management and compliance policies that uphold the school's mission and values.
- Identify policy gaps and work with internal experts to develop comprehensive policies addressing those gaps.
- Maintaining the College policies, Policy Register, manuals and forms and ensuring they are current on the College Website, Simon and PAM.
- Develop and facilitate training for staff on compliance policies and risk management strategies.

Governance

- Serve as Secretary to the Child Safety, Risk and Compliance Committee, facilitating meetings, preparing agendas and meeting papers, and documenting minutes.
- Support the Business Manager in their role as Company Secretary, providing governance and administrative support to the College Board and its committees.
- Work closely with the Chair of the Child Safety, Risk and Compliance Committee to support the Committee's governance oversight and strategic direction in risk, compliance and child safety.

- Align risk management practices with the school's broader strategic goals and future initiatives, ensuring a proactive approach to risk that supports the College's long term vision.
- Ensure the Risk Management Framework and Risk Appetite Statement evolve in tandem with the College's priorities, ensuring a cohesive and integrated approach to achieving the College's mission.

- Support the Sub-Committee in developing and implementing policies related to child safety and risk management, ensuring alignment with school governance frameworks.
- Consult with the Leadership Team and Board where necessary, to help them be aware of compliance requirements and provide guidance on how to meet those requirements effectively.

Occupational Health and Safety

- Develop, implement, and monitor Occupational Health and Safety (OHS) policies and procedures to ensure a safe learning and working environment.
- Conduct regular OHS audits and risk assessments to identify hazards and recommend appropriate controls.
- Chair the Occupational Health & Safety (OH&S) Committee and report to Leadership Team and staff on OH&S and compliance information.
- Provide training and resources to staff on OHS best practices and ensure compliance with safety regulations.
- Collaborate with Leadership Team and Facilities Manager in relation to site safety procedures and measures.
- Ensure safe working practices for staff and third parties involved in external hire arrangements.

Incident Management

- Establish protocols for reporting, investigating, and resolving compliance and risk-related incidents.
- Lead investigations into compliance breaches and recommend corrective actions.

Privacy

- Act as the College's Privacy Officer including providing training to staff, minimising potential privacy breaches and reporting to authorities.
- Oversee the management of personal and sensitive information in accordance with privacy laws and regulations.
- Develop and implement privacy policies and procedures to ensure the protection of student, staff, and community member information.
- Provide training and guidance to staff on privacy practices and compliance requirements.

Emergency Management

- Ensure compliance with education regulations relating to emergency management.
- Develop and implement emergency management plans and procedures for the College.
- Manage the service contract with the external emergency management provider.
- Oversee the maintenance and inventory of emergency supplies and equipment, ensuring they are accessible and functional.
- Coordinate emergency management drills on a termly basis.

- Provide training and education to staff and students on emergency response protocols and safety procedures.

Professional Development

- Develop and deliver targeted professional learning programs for staff focused on risk management, compliance, and ethical decision-making.
- Leading training for the College Leadership Team and College Board may be necessary.
- Provisioning communications and professional learning to members of the College community in relation to risk and compliance to help ensure a safe culture at the College.
- Oversee and manage the induction of all existing and new staff in areas of child safety and risk management and compliance.

Other

- Maintain comprehensive documentation of risk assessments, compliance audits, incident reports, privacy breaches and OHS records.
- Act as a liaison between the College, regulatory bodies, and diocesan officials regarding compliance and risk management issues.
- Stay informed about trends and developments in risk management, compliance, and OHS within the educational sector and Catholic organisations.
- Recommend enhancements to risk management practices and compliance strategies and programs based on best practices and emerging risks.
- Engage with staff, and the wider community to promote a shared understanding of risk management and compliance priorities.
- Contributing to significant College events through risk management and compliance processes including planning and training.
- Other responsibilities as requested by the Principal or other members of the Leadership Team.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or delegate), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or delegate) through consultation and mutual agreement with the appointee.

SKILLS, COMPETENCIES & QUALIFICATIONS

- Bachelor's degree in business administration, risk management, education, or a related field; advanced degree preferred.
- Proven experience in risk management, compliance, or a related field, preferably within an educational or community-based setting.
- Strong understanding of relevant regulations, laws, and best practices in education, compliance, and OHS.
- Excellent analytical, organisational, and communication skills.
- Ability to work collaboratively with diverse stakeholders, including Board and Sub Committee members,

school leadership, staff, students, and relevant external organisations.

- Commitment to the mission and values of Catholic education.
- Hold a current Working with Children Check (WWCC).
- Integrity and ethical decision-making in line with Catholic teachings.
- Strong leadership skills and a proactive approach to problem-solving.
- Ability to work independently and as part of a team in a fast-paced environment.

KEY SELECTION CRITERIA

The successful applicant will demonstrate evidence of:

1. A capacity to understand and animate Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities.
3. Relevant experience in risk and compliance, preferably within an education setting.
4. Highly developed written and verbal communication skills to engage with all levels of an organisation.
5. Ability to develop and implement policies and procedures in a complex and dynamic setting.
6. Ability to interpret legislative changes and communicate them in plain language.
7. Ability to work autonomously, as part of a team or in collaboration with a wide range of stakeholders.

APPLICATION PROCESS

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being submitted.
- Curriculum Vitae.
- The names and contact details of three relevant referees including most recent Principal, if applicable.
- Applications addressed to Mr Mark Ashmore at employment@salesian.vic.edu.au

Any enquiries about the roles should be directed to James Tian via employment@salesian.vic.edu.au