



POSITION DESCRIPTION

POSITION:	Risk and Compliance Manager
KEY RELATIONSHIPS:	This position reports to the Chief Financial & Operating Officer. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Full-time or Part-time (0.8FTE), ongoing
PRIMARY FOCUS:	The Risk and Compliance Manager is responsible for the creation, implementation and day-to-day management of all risk and compliance frameworks, systems, measures and policies within the School
DOCUMENT DATE:	August 2024

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth that honours the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe school which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that at all times their students have a child safe learning environment. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

This position plays a vital role in overseeing and implementing risk and compliance measures across the School. Providing extensive managerial and operational support to the School, the Risk and Compliance Manager ensures CGGS obligations are understood and met.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Chief Financial & Operating Officer (CF&OO)

Associated Relationships

- Principal
- Deputy Principal
- Finance Staff
- Property Manager
- IT Operations Manager
- School Management Team
- Professional Services Team
- Risk & Governance Committee
- Year Level Coordinators
- Heads of Departments
- Community Engagement Team
- Junior and Senior School Staff

KEY EXTERNAL CONNECTIONS

- Insurance brokers
- External lawyers
- Contractors
- Training providers
- Victorian Registration & Qualifications Authority (VRQA)
- WorkSafe Victoria

KEY DUTIES & RESPONSIBILITIES

In brief, the Risk and Compliance Manager is expected to be able to always act and respond competently and appropriately regarding all compliance and risk management requirements. This includes, but is not limited to, the following key duties and tasks:

1. Compliance

- Keep up to date with external regulatory and compliance frameworks and requirements that apply to the School. Document and keep updated with these obligations in the compliance register for the whole School.
- Ensure that the School is compliant with all State and Federal legislation, and that an effective risk compliance system is in place.
- Manage and maintain the School’s risk register.
- Identify any areas where the School is non-compliant with statutory and governance standards and initiate remedial action with School Management Team (SMT).



- Schedule compliance obligations and develop processes to ensure relevant staff are organised to provide appropriate information and forms to meet these obligations.
- Liaise with and ensure the School's insurance providers are providing the correct level of cover for all activities and facilities.
- Liaise with and coordinate the School's legal requirements (as required).
- Ensure that relevant matters requiring legal advice are conveyed and managed in a timely manner with the school's lawyers.
- Keep a register of all contracts and ensure that the School is at all times meeting the terms of those contracts. This register should be available for review by the School Council and relevant committees to review.
- Develop and implement an appropriate reporting framework to the Principal, CF&OO, and Risk & Governance Committee. This should include items such as actioned and pending compliance requirements.

2. Risk Management

- Ensure that the School has a comprehensive and effective framework of internal and external risk controls and effective risk management system.
- Manage and update the School's risk management system, paying particular attention to changing risks, both rising and falling and the mitigation measures necessary to ensure appropriate management thereof.
- In conjunction with senior managers across the School, develop and maintain a framework of internal controls that mitigate risk.
- Develop and manage a risk reporting framework to the Principal, CF&OO and Risk & Governance Committee.
- Develop and sustain a peer network through schools, the commission and other NFP's in order to ensure the School remains at the forefront of risk management within the sector.
- Support staff to develop risk assessments for activities (e.g. excursions, overseas tours) and review those assessments prior to sign-off.
- Coordinate the policy review process in conjunction with the CF&OO, including maintenance of the School's policy register.
- Maintain a compliance reporting register to ensure all obligations are met and resources planning can occur as necessary.
- Periodically review/audit compliance activities for accuracy and integrity.
- Report to SMT on any material compliance or policy matters requiring attention.
- Develop and provide training for staff as required.

3. Emergency Management Planning (EMP)

- Develop, maintain, and circulate the EMP and any other specific safety plans.
- Develop and provide training for staff as required including EMP training.
- Coordinate the activities of the School's EMP committee and the annual review of the EMP.
- Provide strategic and operational advice to members of the School Management Team on relevant EMP matters.

4. Workplace Health & Safety

- Keep up-to-date on legal and/or regulatory changes that may impact CGGS and make recommendations where existing policies and procedures may require review.
- Review and maintain the Workplace Health & Safety Management system, procedures tools and checklists.
- Investigate and report on incidents, recommending corrective and preventative actions as necessary.
- Coordinate and oversee a program of risk-based audit/review, ensuring all areas of the School are reviewed on a regular cycle.
- Chair the School's Workplace Health & Safety Committee.
- In conjunction with the Property Manager and Head of ICT, assist in maintaining appropriate Workplace Health & Safety Policies and Procedures for the School.
- Process and monitor all insurance claims including Workers Compensation.

5. Other duties appropriate to the position

- Ensure an effective, efficient, and cooperative interface between professional staff and teaching staff and between administrative staff and the School community and members of the public with regards to risk management.
- Ensure prompt, accurate and professional responses and advice is provided to the CF&OO, committees, management, and staff.



- Ensure that records are maintained to meet statutory requirements.
- In conjunction with the Property Manager, oversee the requirements for external agencies to use the school facilities.
- In conjunction with the Property Manager and IT Operations Manager, oversee the management of external contracts.
- Attend the Risk & Governance Committee meetings as required.
- Attend staff meetings as scheduled each term
- There will be occasions where the Risk & Compliance Manager may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.

KEY PERSONAL ATTRIBUTES

- Loyalty to the School, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture
- Positive and flexible attitude
- Enthusiasm and energy
- A warm and friendly disposition, with a tactful and diplomatic approach
- High standard of personal presentation
- Alignment with the School Values

KEY SELECTION CRITERIA

Qualifications:

Essential:

- Relevant tertiary qualifications
- Formal qualifications in Risk Management or WHS, and/or significant relevant experience in a similar environment or organisation.
- Current Working with Children Check
- Current National Criminal History Police Check

Desirable:

- Membership of a professional organisation
- First Aid qualification (Level 2)

Skills, Knowledge and Experience:

Essential:

- Experience of legal, insurance, financial obligations and risk requirements of business, including practical knowledge of Australian Standards pertaining to risk management and WHS management systems
- Knowledge and experience with the delivery of technical compliance practices
- High level analytical, conceptual and problem-solving skills to develop policy and initiate reviews or policy, interpret legislation, regulations, Awards, Industrial Agreements, policy and procedures
- A high degree of judgement and interpersonal skills to resolve operational issues that may arise
- High level of skill in negotiation, communication, interviewing and report writing
- Able to interact proactively with staff at all levels including management
- Attention to detail and thoroughness in following systems and processes
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines and prioritise and control own workload
- Demonstrated effectiveness in working collaboratively
- Commitment to achieving best practice and the ability to review and improve workplace practices
- Demonstrable capacity to effectively communicate, promote and uphold confidentiality while cultivating credibility and honesty
- Well-developed computer skills within a MS Office environment
- Proactive, self-starting, able to initiate action and influence events



Desirable:

- Experience in an educational setting will be highly regarded
- Experience with TASS and SEQTA preferable, but not essential

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy, and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required
- Participate in the School performance review process annually to continuously improve knowledge and practice

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.



**CAMBERWELL
GIRLS
GRAMMAR
SCHOOL**