



# Compliance Manager

## Role Description

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Classification:	Education Support – Cat B
Reporting to:	Principal (through the Business Manager)
Hours per Week:	Full-time (FTE can be negotiated, as well as flexible working arrangements)

### Introduction

Lavalla Catholic College seeks to provide a child-safe environment. We actively promote the safety and wellbeing of our students, and our staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations. Lavalla Catholic College's Child Safe policies and practices and our Staff Code of Conduct are available on our website.

All staff at Lavalla College will demonstrate a commitment to child safety.

### Vision Statement

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With 'Strong Minds and Compassionate Hearts' we unite to inspire, journey with and prepare learners for life in our changing world.

### Mission Statement

In our daily actions we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics of Simplicity, Love of Work, In the Way of Mary, Presence & Family Spirit.

### Role:

The College Compliance Manager manages the administration functions of the fundamental operations of Complispace and Assurance programs.

Complispace is a complete Governance Management System that assists Lavalla Catholic College in managing all Policies, and to minimize risk and educate staff through its Staff Learning System (SLS) and Assurance programs. Policies are monitored by Complispace to ensure the College is up to date with changes in legislation and regulatory guidelines.

Lavalla Catholic College operates under the Governance of Marist Schools Australia (MSA), Reporting requirements of Catholic Education Commission of Victoria (CECV), Diocese of Sale Catholic Education Limited (**DOSCEL**), Victorian Registrations and Qualifications Authority (VRQA), & Department of Education and Training (DET) bound to strict compliance requirements.



The Compliance Manager will work with the College Leadership Team including the College Human Resource Manager to ensure that Lavalla Catholic College meets its Governance obligations.

The role will operate under 3 major and significant areas:

1. MSA – Risk Management Footprint
2. Catholic Education Office Victoria/ DOSCEL
3. VRQA Minimum Standards (College Registration requirements)

#### **Background Information re: above named organisations:**

- **Lavalla Catholic College** is governed canonically and civilly by the Institute of the Marist Brothers of the Schools, Province of Australia. The Province exercises its governance of the College through **MSA**.
- Marist School Australia (MSA - College Governors) have established guidelines upon which Marist owned schools will operate from. These guidelines are located in the Principal Guidelines document issued by MSA.
- The **VRQA** is the body established under Chapter 4 of the Education and Training Reform Act 2006 whose functions include the review and evaluation of schools and providers of accredited senior secondary qualifications to ensure compliance with prescribed minimum standards for registration under the Act.
- The **CECV** is the company established by the Archbishop of the Archdiocese of Melbourne and the Bishops of Ballarat, Sandhurst and Sale to, always in cooperation with the Directors of Catholic education in the Archdiocese and each Diocese, support Catholic Schools in compliance with all requirements under relevant laws for their ongoing registration as schools in the State of Victoria including review and monitoring, and take whatever steps are necessary in supporting Catholic Schools for the purposes of ensuring such compliance. It should be noted that Diocese of Sale Catholic Education Limited (**DOSCEL**) directs, serves and monitors 38 primary schools and 7 secondary schools in the Diocese of Sale in ensuring that all compliance obligations are met.
- The **DET** is a government body (Federal & State Governments)
- **DET** (State Government) established to provide learning and development support, services and resources to all Victorians, from birth to adulthood.
- **DET** (Commonwealth Government) is responsible for national policies and programmes that help Australians access quality early childhood education, school education, higher education, vocational education and training, international education and research. Lavalla Catholic College has reporting obligations to the Commonwealth Government via School Entry Point, reporting Financial Data, Attendance & Staff and Student Census information.



## Duties of the Compliance Manager:

### Governance Compliance obligations:

Ensuring that all Policies and Procedures meet the **VRQA minimum standards** this will require uploading evidence on a regular bases into Complispace (PolicyConnect) under the direction of the Business Manager.

- School Governance
- Curriculum and Student learning
- Student engagement and well-being
- Student Pathways
- Staff employment via (Human Resource Manager)
- Facilities Management
- Financial management
- ICT Management
- Risk management
- Commonwealth and State Government requirements
- Child Protection.



Management of the Governance Compliance obligations (VRQA minimum standards) will be administered using Complispace Fundamentals and Assurance Programs.

**Complispace PolicyConnect** is an online content management system that give the College total control over all policies publication.

**Complispace Assurance** is a secure online workflow engine designed to capture, assign, monitor and control key compliance, risk management and incident based tasks.

**Complispace Learning** system helps ensure that your staff understand what is required. They provide professional learning that is aligned to policies and procedures and access to hours of additional premium learning content.

**Complispace Reporting** reports across Learning and Assurance outcomes that helps us prove (and improve) our organisation's compliance, enhances decision-making and establishes a foundation for continuous improvement across our organisation.

#### **Complispace Management:**

- Communicate regularly with Complispace reviewing and updating policy after approved by the Leadership Team;
- Maintain a register of all policies and their review dates;
- Work with the Business Manager in reviewing and ensuring all policies and procedures to reflect and fit the environment of the Lavalla Catholic College;
- Release Policies once the College Leadership Team has ratified them;
- Assist the Human Resource Manager to ensure all legislative staff training, Professional Development and induction is completed via Staff Learning System (SLS);
- Assign tests under the direction of the Human Resources Manager to staff as a way of collecting evidence that staff understand each policy (especially, Child Protection, Student and Staff bullying and OHS policies).
- The Compliance Manager will prepare reports for the Human Resource Manager of all staff that have completed their training, the Human Resource Manager will follow up all outstanding training;
- Uploading evidence showing staff are appropriately registered e.g. VIT & Working with Children Checks, this will be managed by the Human Resource Manager;
- Essential Services collation ensuring that the College meets all VRQA minimum standards. The Compliance Manager will work with the Business Manager to ensure all compliance requirements are met;
- DET Mandatory reporting checklist as directed by the Human Resource Manager to be update;
- Review any outstanding staff compliance with the Human Resource Manager;
- Other compliance requirements as required from time to time.

#### **Working with the College Leadership Team:**

- The creating, development and reviewing of policy will come from the direction of the College Leadership Team. The Compliance Manager will provide administrative support and project manage Complispace.
- Under the direction of the College Leadership Team, the Compliance Manager will ensure all compliance obligations are met.
- The Business Manager is responsible for the general functional operations of



Complispace and will meet with the Compliance Manager on a regular basis as a source of support and direction of the Complispace Management System.

- The Compliance Manager will also work closely with the Human Resource Manager to ensure that all staff are current in their Professional Development and ongoing training.
- Any other duties as directed by the Leadership Team, the Business Manager and or the Principal.
- The Compliance Manager is also a member of the Risk Management Committee & OHS Committee.

**Professional Development:**

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Participate in the completion of an Annual Review Meeting, as required.

**General Duties:**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff/school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Support the Catholic ethos of the College and its Marist Mission.

**Other duties:**

- Any other duties as required by the Principal and or Leadership Team including Human Resource Manager.

<b>Last Reviewed:</b>	September 2022	<b>Next Review:</b>	
<b>Review by:</b>	Business Manager		