

Risk and Compliance Manager

Position Description

Classification	Education Support Employee Category C. Salary commensurate with qualifications and experience in accordance with Enterprise Agreement
Employment Status	Ongoing, Full-time (Flexible conditions available by negotiation)
Hours of Work	8.30am to 4.36pm, flexibility with hours as required.
Scope	Whole School (with some intercampus travel)
Expected level of contact with children and young people within this role: Regular	

Position Purpose

The Risk and Compliance Manager is responsible for leading and coordinating Lavalla Catholic College's risk management, compliance, policy governance, workplace health and safety, return to work and assurance frameworks.

The position provides strategic and operational advice to College leadership and supports the College to identify, assess and manage risks while maintaining compliance with applicable legislation, regulations, standards, Catholic education requirements, College policies and governance obligations in line with College's governing body, Marist Schools Australia.

The Risk and Compliance Manager has responsibility for managing and maintaining the College's policy governance framework, ensuring the Marist Schools Australia policies are appropriately reviewed, communicated, implemented, and monitored. The role ensures that College policies remain current, fit for purpose, and aligned with legislative requirements.

The Risk and Compliance Manager will oversee and maintain effective systems, processes and reporting mechanisms that provide assurance to the Principal, College Leadership and Marist Schools Australia that key risks and compliance obligations are appropriately identified, controlled, monitored, and reported.

The position also acts as the College's Return to Work Coordinator, coordinating the safe, timely and sustainable return to work of employees following workplace injury or illness and working collaboratively with employees, managers, medical practitioners, insurers, and other relevant stakeholders.

The role will promote a proactive culture of risk awareness, accountability, child safety, workplace safety, employee wellbeing and continuous improvement across the College.

Reporting Relationships

Position reports to: The Principal through the Business Manager on a day-to-day basis.

Leads/Direct reports: Nil.

Key Relationships: College Leadership Team, Administrative Assistant and Staff, Marist Schools Australia Ltd (MSA), Victorian Catholic Education Authority (VCEA), Victorian Registrations and Qualifications Authority (VRQA), Department of Education (DET), Bishop of Sale through the Diocese of Sale Catholic Education Limited (DOSCEL), the College's authorised Workcover agent, WorkSafe and other relevant external service providers.

Key Duties & Responsibilities

Includes but are not limited to:

Risk Management

- Lead and continuously improve the College's enterprise risk management framework and risk registers.
- Advise leaders and managers on risk identification, assessment, treatment, controls and monitoring.
- Monitor emerging and significant risks, incidents, hazards and near misses, and lead reviews and corrective actions.
- Support business continuity, emergency management and critical incident preparedness.
- Promote a proactive, organisation-wide risk management culture.

Policy Governance & Management

- Oversee and maintain the College's policy governance framework, policy management system and central policy register.
- Coordinate policy development, consultation, approval, publication, implementation, and scheduled reviews.
- Oversight of Ideagen, the College's risk compliance IT platform, which ensures policies align with legislation, regulations, standards, Catholic education requirements and College strategy and implementation plans.
- Monitor legislative and regulatory changes and advise on Ideagen's required policy amendments.
- Support policy owners with governance, compliance, consultation and implementation requirements.
- Monitor policy compliance, exceptions and breaches, identifying gaps, duplication and opportunities for improvement.
- Maintain document control, version management and reporting on policy status and compliance.

Compliance & Regulatory Assurance

- Lead the College's compliance framework, Ideagen, and maintain registers of legislative, regulatory, contractual and policy obligations.
- Monitor regulatory changes, compliance gaps and corrective actions, ensuring obligations are assigned, reviewed, and addressed.
- Provide regular compliance advice and reporting to the Principal and College Leadership.
- Support external reviews, audits, accreditation, and regulatory inspections.
- Coordinate with the Principal and College Leadership to oversee the College's VRQA minimum standards and requirements audit, including compiling all necessary documentation.
- Support and assist the nominated administrative assistant with staff training and compliance registers, including Victorian Institute of Teaching (VIT), Working with Children Check (WWCC) and National Police Checks.
- Coordinate new staff induction training in consultation with Human Resources.

Workplace Health, Safety & Wellbeing

- Oversee the College's OHS compliance framework in conjunction with the Business Manager.
- Coordinate OHS Committee meetings, agendas, minutes, and follow-up of actions.
- Monitor workplace safety risks, incidents, hazards, inspections, risk assessments and corrective actions.
- Maintain OHS documentation, registers, compliance records and Passtab, including contractor compliance.
- Support emergency preparedness and promote safe systems of work, employee wellbeing and effective safety controls.

Return to Work Coordination

- Coordinate safe and timely return-to-work arrangements for employees following workplace or personal injury.
- Develop and review suitable duties and return-to-work plans in consultation with employees, managers and treating practitioners.
- Under the direction of the Business Manager and or Principal, liaise with workers compensation insurers, claims managers, treating practitioners and other relevant stakeholders.
- Maintain confidential return-to-work records and documentation.
- Support managers with suitable duties and reasonable workplace adjustments for their employee returning to work.
- Analyse injury and claims trends and recommend preventative and wellbeing initiatives.

Other duties as required or directed by the Principal, Business Manager or College Leadership Team. The position description is not intended to be an exhaustive document and may change as the position develops and/or evolves.

Other

Child Safeguarding

- Be familiar with and comply with the school's child safeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

General

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

Essential Requirements for the Role

Qualifications & Experience

Essential

- Relevant qualifications in risk and compliance management, business administration or management.
- Demonstrated experience in management-level development implementation and or maintenance of organisational compliance frameworks.
- Current driver's licence
- Hold an employee Working with Children Check and National Police Record Check.

Desirable

- Demonstrated experience in compliance, governance, risk, assurance, OHS and/or policy.
- Experience in a contemporary education environment.
- Experience as a Return-to-Work Coordinator within an Australian workplace.

Personal Attributes & Skills

- Strong analytical, reporting and problem-solving skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage competing priorities, complex issues and sensitive matters.
- High level of integrity, discretion and professional judgement.
- Strong stakeholder engagement and collaboration skills.
- Strong digital literacy and ICT skills.
- Ability to work independently and as part of a team.
- High attention to detail, accuracy, and personal accountability.

Child Safeguarding

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

Our Vision and Mission

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.

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

Position Description

Authorised by: Business Manager and Principal

Last reviewed: September 2026