



St Francis
CATHOLIC COLLEGE

TITLE: **COMPLIANCE AND GOVERNANCE MANAGER – CROSS CAMPUS**

Report to: Business Manager

Working Days: Monday-Friday

Working Hours: 8.00am-4.00pm

Category: Education Support Category C

The Compliance and Governance Manager is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	<ul style="list-style-type: none"> • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Offer guidance and recommendations to the College Leadership Team

STATEMENT OF DUTIES

on compliance.

- Meet with the College key stakeholders on a regular basis.
- Investigate and provide direction in all compliance related matters. In addition, ensure that the College is compliant in all areas to maintain VRQA standards.
- Develop, review and update compliance policies and procedures while also investigating umbrella policies.
- Develop, raise, and implement policies including risk management processes in response to College needs and changes.
- Work with the College Leadership Team and other staff to encourage and promote a culture of compliance.
- Work closely with ICT department and Communications Officer to ensure compliance of websites, communications, and collateral.
- Assist with the preparation of regulatory submissions for new course accreditation and renewals.
- Manage policy, compliance, and risk registers.
- Conduct risk assessment and reviews.
- Attend and if required chair OHS Committee meeting once per term at each campus.
- Maintain compliance information on the College website and intranet.
- Update documentation for monitoring of College compliance according to requirements specified by MACS.
- Ensure policy documentation is reviewed on a regular basis and available to the College Leadership Team in a timely manner.
- Provide staff with a program of information updates on compliance policy and practice.
- Implement the College Risk Management framework, policy, and processes.
- Provide expert compliance advice strategically and operationally whilst contributing and implementing compliance initiatives.
- Assist in workplace assessments and conduct Compliance training courses.
- Responsible for quality assurance, risk management, and/or compliance disciplines.
- Emergency management - updating the emergency management plan, attending the Emergency Planning Committee, updating the evacuation diagrams if required.
- Management of compliance training and registers, e.g. Salt, warden, risks
- Commit to ongoing professional development in your area of work for professional growth and skill development.
- Continue development of ICT skills as technologies evolve.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days,

STATEMENT OF DUTIES	
	<p>and professional learning opportunities.</p> <ul style="list-style-type: none"> • Be open to researching areas of interest relevant to directions provided in the College Strategic Plan. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Work with College maintenance staff and others (as required) to ensure contractor and external party inductions are completed and necessary documentation is received by the College. • Assist with both internal and external audits completed at the College. • Ability and willingness to accept policy directives. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated understanding of Church teachings and the staff members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated understanding and acceptance of the St Francis Catholic College Mission Statement and the values that underpin it. • Proven ability in strategic planning and thinking, with well-developed analytical and problem-solving skills to contribute to the delivery of the SIF, including goal setting and establishing key performance indicators (KPI's). • Ability to work as part of a team – highly relational. • Outstanding oral and written communication skills, including the ability to communicate with staff, students/carers, parents and the wider College community, the ability to effectively negotiate and resolve conflict, motivate, and engage stakeholders.

SELECTION CRITERIA

- Exhibit self-motivation and confidence with an ability to build capacity in others.
 - Demonstrates confidence with driving compliance and implementing change in a team environment.
 - Demonstrated highly effective time management skills.
 - Experience conducting internal audits with an in-depth knowledge of quality management and compliance systems.
 - Demonstrated capacity to work independently and effectively when confronted with changing priorities, deadlines, and pressure.
 - Highly developed organisational skills and the ability to meet agreed targets and timeframes with the ability to handle multiple projects concurrently.
 - Highly organised with excellent attention to detail and ability to deliver positive outcomes within a challenging environment.
 - Highly developed skills in delivering and facilitating the implementation of policies.
 - Demonstrated experience of risk management requiring an innovative and creative approach to risk management and solutions development.
 - Demonstrated knowledge of compliance requirements for registration and accreditation of schools, a clear understanding of general regulatory requirements affecting the education industry.
 - Highly developed collaborative and networking skills.
 - Demonstrated and contemporary people management skills, preferably gained from both experience and formal study.
- Essential:**
- Relevant qualifications and/or extensive experience working in a Compliance and Governance role with extensive prior experience in a similar role.
 - Current Working with Children Check.
 - National Police Record History Check.
 - Prior experience in a secondary College setting.
 - CPR qualifications (training provided).