

Position title	Risk and Compliance Manager
Reports to	Chief Executive Officer / Director, Safeguarding
Contract tenure	Fixed-term appointment for 2 years
FTE	Full Time
Directorate	Safeguarding
Location	Melbourne
Direct reports	Nil
Budget responsibilities	TBC
Approved	July 2025

1. About EREA VSL

Edmund Rice Education Australia Victorian Schools Limited (EREA VSL) is responsible for the governance of six Victorian schools, and their associated campuses that enrol over 10,000 students. EREA VSL is guided by the EREA Charter for Catholic Schools in the Edmund Rice Tradition. The Charter articulates the vision, mission, and objectives for schools.

Through the Charter Touchstones, schools strive to transform the hearts and minds of children and young people to build a more just and inclusive local and global community through presence, compassion, liberation and a commitment to justice and solidarity.

In all we do, EREA VSL operates with clarity, accountability and transparency.

2. Position Overview

The Risk and Compliance Manager plays a key strategic and operational role in fostering a proactive risk and compliance culture across EREA VSL and its schools to ensure statutory, regulatory and policy obligations including those associated with the Minimum Standards for school registration are met.

Focused on the continuous improvement of systems and practices, the role is responsible for leading the development, implementation and refinement of EREA VSL's:

- **enterprise risk management strategy and initiatives** including the assessment and monitoring of controls that support risk-informed decision-making across the organisation.
- **business continuity planning** to enable key activities to continue or be restored following disruption.
- **corporate assurance** through the maintenance of incident registers, administering the risk and compliance system and delivering EREA VSL's annual audit plan that includes the review of school risk assessments and treatment strategies, and supporting stakeholders to address audit findings.
- **complaints management** in accordance with relevant policies and procedures.

Reporting to the Director, Safeguarding, the Risk and Compliance Manager works closely with the Chief Executive Officer (CEO), the Chief Financial Officer (CFO), principals, school-based risk and compliance staff and key stakeholders to provide advice and guidance on compliance, risk management and strengthening capability.

The position requires the Risk and Compliance Manager to work in conjunction with the Board's Risk and Child Safety Committee to ensure effective governance through the preparation of reports and advice on practice improvements, risk identification and early interventions.

3. Position Responsibilities

Strategic Risk & Compliance Leadership

- Lead the implementation and ongoing refinement of EREA VSL's risk management framework to ensure alignment with the Three Lines of Defence model and applicable regulatory obligations.
- Advise the Board and Executive on current and emerging risk, compliance issues and support the development of EREA VSL's risk appetite and tolerance statements.
- Prepare high-quality, accurate and timely reports for the Board and relevant Committees, including risk dashboards, compliance and regulatory updates.
- In collaboration with the CEO, manage the Annual Assurance and Attestation process.
- Contribute to the strategic direction of the organisation by identifying and assessing key enterprise risks and recommending treatments.

Operational Oversight and Assurance

- Monitor, evaluate and report on the effectiveness of risk and compliance systems and controls within EREA VSL and its schools.
- Conduct assurance and compliance activities, including school audit 'pulse checks', risk assessments, and the investigation of potential breaches.
- Collaborate with principals and school-based risk and compliance staff to support local implementation of risk management strategies, policies and initiatives.
- Provide risk advice on school activities, initiatives and emerging issues to ensure consistency with regulatory expectations and EREA VSL's risk management framework.

Policy, Registration and Regulatory Management

- Act as the nominated contact person for all registration applications submitted through the relevant regulatory authorities, ensuring quality assurance of all submissions.
- Ensure all EREA VSL schools comply with legal, regulatory and policy requirements, including those associated with the Minimum Standards for school and school boarding premises registration.
- Administer and manage EREA VSL's policy, assurance and e-learning platforms.
- Support schools in maintaining and updating risk registers and compliance documentation in line with approved policies and procedures.

Incident and Complaint Management

- Act as the EREA VSL Complaints Officer, managing and investigating all escalated or directly received complaints in accordance with applicable policies and legislation.
- Liaise with the CEO and school leadership to ensure incidents and complaints are addressed appropriately.

Capability Building and Culture

- Provide coaching, professional learning and practical resources to build risk and compliance capability across all levels of the organisation.
- Regularly engage with school-based risk and compliance staff through a range of forums and quarterly Community of Practice meetings to share practice, knowledge and expertise.
- Promote and model a culture of integrity, accountability, and transparency in risk and compliance behaviours.
- Maintain an informed understanding of legislative and regulatory changes and provide proactive updates and briefings to stakeholders.

Collaboration and Continuous Improvement

- Work collaboratively with EREA VSL colleagues and school-based leaders to identify trends, share good practice, and continuously improve risk and compliance performance.
- Contribute to cross-functional initiatives that support the organisation's mission, strategy, and governance objectives.

- Represent EREA VSL in relevant networks, forums, and professional communities.

Other Duties

- Perform other duties consistent with the purpose of the role and the level of responsibility, as requested by the CEO or their delegate. These duties will generally be discussed and agreed in advance.

4. Attributes

- Strategic thinker with well-developed analytical and problem-solving capabilities.
- Accomplished verbal and written communicator , including high-level report writing.
- Highly organised and self-directed, with the ability to manage competing priorities.
- Commitment to the mission, values and Catholic ethos in the Edmund Rice Tradition.
- Excellent interpersonal skills with a welcoming, respectful, and collaborative approach.
- Commitment to confidentiality, discretion, and ethical conduct.
- Proficiency in Microsoft Office suite.

5. Key Selection Criteria

- Extensive experience in the identification, assessment and management of strategic and operational risk, assurance and compliance functions, preferably in education settings.
- Expertise in applying the principles of organisational risk management to the International Standard for Risk Management (AS/NZS ISO 31000:2018).
- Understanding of legislative and regulatory environments for schools including compliance associated with the Minimum Standards.
- Highly developed communication and interpersonal skills, including high-level presentation, analytical , report writing and conceptual skills with an ability to establish and maintain positive working relationships, work to tight timelines and provide timely, and accurate advice to support critical decision-making.
- Demonstrated leadership experience in effectively working with critical stakeholders at Executive, Committee and operational levels including regulatory and other representative bodies.

6. Qualifications

- Tertiary qualifications in risk management, public policy or other relevant discipline.

Organisational Values

A commitment to EREA VSL's vision and values, and to the ethos, values and mission of Catholic education including alignment with EREA VSL's commitment to child safety and Ministerial Order 1359: *Implementing the Child Safe Standards – Managing the risk of child abuse in schools*.

EREA VSL is a child safe and child-centred organisation, committed to the protection of children, young people. EREA has no tolerance of abuse.

7. Licence and Travel

A full, current, and maintained Victorian (or interstate equivalent) Driver's license and motor vehicle. Regional Victorian and interstate travel is required from time-to-time.

8. Other Requirements

An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you:

- Must hold and maintain a current Victorian Working with Children Clearance (WWCC) or be eligible to receive same upon joining EREA VSL.

- b. Must undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with EREA VSL.
- c. Alternative to holding a WWCC and National Criminal History Check (NCHC), EREA VSL will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration.
- d. All employees are required not to have been charged with, nor found guilty of, any offence which would be incompatible with employment with EREA VSL.
- e. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

9. Agreement

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position.

This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA VSL policies, and to perform other position-related duties required to support EREA VSL's compliance with its legislative obligations.

Through consultation with the employee, EREA VSL may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.