

DIRECTOR OF GOVERNANCE, RISK AND IMPROVEMENT CANDIDATE PACK



EREA VICTORIAN SCHOOLS LTD and BOARD

About us

Edmund Rice Education Australia Victorian Schools Limited (EREA VSL) is responsible for the governance of six Victorian schools, and their associated campuses with an enrolment of approximately 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: Liberating Education, Gospel Spirituality, Justice and Solidarity, and Inclusive Community.

In all we do, EREA VSL operates with clarity, accountability and transparency in governance, safeguarding and school improvement.

Our Colleges

EREA Victorian Schools Ltd has 6 Colleges.

- **Parade College**

As the first Edmund Rice School in Australia, Parade College has been at the forefront of educating young men since 1871. Over 40 VCE subjects and 20 VET Certificates are available for students to choose from across our 2 campuses – Bundoora and Preston.

Parade College is also a Registered Training Organisation, and the first school in Australia to offer the Manchester City Football School Program.

- **Saints College**

Saints College is privileged to walk alongside young people aged 12-25 who are seeking an alternative to mainstream education in a safe, inclusive, and supportive environment.

Grounded in a trauma informed practice framework, Saints empowers young people through personalised educational programs that are centred around the Victorian Curriculum, the Victorian Certificate of Education Vocational Major (VCE VM), VPC (Victorian Pathways Certificate), and Vocational Education and Training (VET). The school also offers outreach educational opportunities, an extensive excursion program and outdoor education.

There are 7 physical sites in North Melbourne, Geelong, Colac, Ballarat, Bungaree, Sunshine and Fitzroy North, and a dual-engagement program called BlendED that allows young people to complete their learning virtually at home but ensures that young people are provided face-to-face support via a youth worker who visits them at home or in the community. Our online campus BlendED, provides a modern learning environment, ensuring accessibility and flexibility.

- **St Bernard's College**

Is a leading Catholic Secondary school for boys founded by the Christian Brothers in 1940. Now located across three campuses and a city-based venue, St Bernard's College is part of the broader family of Edmund Rice Education Australia (EREA) schools. We draw our identity and culture from a rich Catholic tradition informed by the Charism of Edmund Rice and inspired by our patron, St Bernard of Clairvaux. St Bernards College is located in Essendon.

- **St Mary's College**

Is an inclusive and liberating co-educational Catholic school in the Edmund Rice Tradition that aspires to excellence in learning, acting with compassion and justice and inspiring one another to shape a better world for all.

Located in East St Kilda, our motto – Better Together – captures our purpose to build respectful relationships through sharing our unique gifts with the world and each other. Nurtured by dedicated and resourceful educators in an environment in which student wellbeing and safety is paramount, St Mary's students are encouraged to strive for excellence in all endeavours through perseverance.

- **St Patrick's College**

St Patrick's College remains the only boys' school in Ballarat. It has proudly been a Catholic day and boarding school for boys since 1893, serving the educational needs of the young men of Ballarat and those from well beyond. It is a beautifully resourced school in terms of its staff and educational infrastructure and is known for many things, including its energy and sense of community.

Our mission is to provide an engaging, enjoyable and holistic education for boys that liberates them and leads them to a wisdom of life. A St Patrick's College education is informed by the charism of Blessed Edmund Rice and characterised by justice, service, compassion, respect, discernment and excellence. We stand on the shoulders of the work and efforts of the Christian Brothers who established the College and its reputation, the many dedicated staff and outstanding students who have called St Pat's their place at some time over the last 130 years. As the current custodians of St Patrick's, we are committed to achieving excellence in all that we do with and for our boys, honouring the efforts of the many who have been before us.

- **St Joseph's College**

Has a proud tradition of educating young men in the Geelong region for almost 150 years, with education on our Newtown site dating back to the establishment of St Augustine's Orphanage in 1857. We are the only Year 7 – 12 boys' school in Geelong and pride ourselves on being expert in boys' education.

The College is one of over 50 schools governed by Edmund Rice Education Australia nationally and we are committed to the EREA Charter which incorporates the four touchstones of Liberating Education, Gospel Spirituality, Justice and Solidarity and Inclusive Community. We strive to be faithful to these touchstones in all aspects of our operation. We aim to develop the whole person and have a broad curriculum much of which is based on the principles of Project Based Learning. We aim to engage students in a way which promotes and encourages excellence, builds self-esteem and prepares young men for the world beyond school.

BLESSED EDMUND RICE

Blessed Edmund Rice was born in Callan, Ireland, in 1762. In the late 1700s, he and a group of young visionaries from Waterford Ireland, inspired by their Catholic faith, formed by their work with the disenfranchised of their city, and aware of the discrimination that the people of an occupied Ireland faced, made a commitment to act. In 1802, inspired by the work of Nano Nagle and the Presentation Sisters, he and his companions opened a free school for boys in a New Street stable.

Facing many challenges, Edmund and his companions developed a relevant, relational, and faith filled pathway for young people to rise from demeaning poverty and hopelessness to live a life of dignity and full humanity. Edmund and his companions took vows as a religious community in 1808, forming the Christian Brothers in 1820.

Edmund's deep belief in God's "providential presence in his life" inspired him to "open his whole heart to Christ present and appealing to him in the poor".

Edmund died in 1842, but his legacy is lived out in over 20 countries around the world. He was beatified by the Church in 1996 in Rome.

AREA TOUCHSTONES

- **Liberating Education**
Fostering knowledge, skills, and personal growth to create a better future.
- **Gospel Spirituality**
Encouraging a faith-filled environment with a sense of purpose and compassion.
- **Inclusive Community**
Creating a sense of belonging and support for all members of the community.
- **Justice and Solidarity**
Promoting integrity, standing up for others, and contributing to the wider community, especially those who are marginalised

TO LEARN MORE ABOUT EREA VICTORIAN SCHOOLS LTD

Visit our website - [CLICK HERE](#)

THE ROLE

We are looking for a Director of Governance, Risk and Compliance to join our team.

This is a senior leadership role reporting directly to the Chief Executive Officer, based at our office in Melbourne, Victoria.

This position is accountable for establishing and leading a robust governance framework and for driving continuous improvement initiatives across EREA VSL and its Schools.

The role includes company secretary, enterprise risk management, regulatory compliance, and governance data analytics to support strategic decision making, ethical leadership and a mature risk culture.

The role acts as a trusted advisor to the CEO and Board, ensuring ethical, legally compliant operations and the ongoing maturing of governance practices across the network.

Specific duties of the role include:

Governance (Company Secretariat and Board Support)

- Develop, implement and continuously improve a robust governance framework for EREA VSL, including boards, committees and school-level governance interfaces.
- Manage Board/Committee planning cycles, calendars, agendas, papers, minutes, action registers, and reporting to Chair and CEO; ensure timely access to information for decision-makers.
- Maintain governance documentation repositories and registers (constitutions, charters, policies, past papers, minutes, director contact details, and related governance materials).
- Prepare Board/Committee resolutions and ensure compliance with constitutional and statutory obligations (including ASIC/ACNC where relevant).
- Ensure committees have appropriate expertise and oversee committee structures to meet governance needs.
- Communicate and coordinate with the Chair, CEO, and Committee Chairs to support effective governance and decision-making.

Risk, Compliance and Improvement (Enterprise Risk Management and Assurance)

- Lead the ongoing design, implementation and refinement of EREA VSL's Enterprise Risk Management Framework (ERMF) aligned to the Three Lines of Defence model and relevant regulatory commitments.
- Develop and monitor risk appetite and tolerance statements; provide timely escalation of significant risks to the CEO and Board.
- Oversee the annual audit plan, risk assessments, incident reporting, assurance activities, and follow-up on audit findings; lead investigations of potential breaches where required.
- Monitor, evaluate and report on the effectiveness of risk and compliance controls across EREA VSL and its schools; facilitate school-based risk and compliance capability-building.
- Manage the risk and compliance system (data, dashboards, reporting, user support, continuous improvement) and act as liaison with system providers; drive enhancements, training and user adoption.

- Provide risk and compliance advisory services to school principals and leadership teams; support consistency with regulatory expectations and EREA VSL's risk framework.
- Build and lead a culture of integrity, accountability and transparency; deliver risk management training and Communities of Practice to share practice and build capability.
- Stay informed on legislative and regulatory changes affecting schools (including child protection, regulatory registrations) and ensure timely updates to governance and risk practices.
- Lead business continuity planning and disaster recovery processes to ensure continuity of key activities.
- Collaborate on cross-functional improvement initiatives that advance school outcomes and governance maturity.

Data, Reporting and Improvement

- Extract, analyse and report governance and risk data to inform decision-making; develop dashboards for the Board, committees, and executive.
- Lead continuous improvement initiatives across governance, risk, and compliance, including process, policy and systems enhancements.
- Support data-driven improvement of school performance through governance-driven insights and risk-informed planning.

Strategic Management

- Assist in the formulation of strategic initiatives in consultation with College Principals by conducting feasibility studies and preparing impact scenarios of proposed changes from a governance, risk and compliance perspective.
- Support the School Renewal / Registration processes.

Key Performance Indicators

- Timely delivery of Board/Committee information (at least one week prior to meetings, unless otherwise agreed).
- Quality and consistency of Board/Committee agendas, papers, and minutes; minutes distributed within agreed timelines.
- Demonstrated improvement in governance maturity, risk management performance, and compliance.
- Feedback from the CEO, Board Chairs, and school leaders on governance support, risk guidance, and improvement initiatives.
- Evidence of data-driven decision-making and effective cross-functional collaboration.
- Adherence to EREA VSL's values and underlying principles.

You will need:

Essential Job Competencies

- Demonstrable expertise in governance, Board operations, risk and compliance, and general management in organisations of comparable scale and complexity to EREA VSL.
- Advanced leadership skills, particularly the ability to influence those outside direct management responsibility or sphere of influence, and the ability to work as a member of a team at all levels within an organisation.
- Ability to maintain confidentiality in all matters.
- Outstanding verbal and written communication skills, particularly in the preparation of complex reports suitable for Board and Committee decision making, with a courteous and engaging manner.
- A commitment to the values and ethos of EREA VSL at all times.
- Exceptional leadership, communication, and stakeholder management skills, with the ability to synthesise complex information in simple terms.
- Ability to think strategically and deliver operational excellence.
- Excellent skills in the use of Microsoft Office, SharePoint, Diligent and Microsoft Teams (or ability to adapt to new systems quickly).

Qualifications and Experience

- Tertiary qualifications in governance, law, risk management, business or related discipline.
- Substantial professional experience in governance and risk management; experience with education sector or large, multi-site organisations is highly desirable.
- Additional training from the Australian Institute of Company Directors or the Governance Institute of Australia is desirable.

Other Requirements

- Ability to obtain a Working with Children Check and provide a National Police Check certificate (issued within the last six months) or hold a full and current Victorian Institute of Teaching (VIT) registration.
- A full, current, and maintained Victorian (or interstate equivalent) Driver's licence and motor vehicle. Regional Victorian and interstate travel may be required from time-to-time.
- 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.
- Ability to work after hours / weekends on occasion to meet Board meeting requirements.

CONDITIONS OF EMPLOYMENT

Remuneration

The role offers an attractive and competitive package, which includes a base salary in the range \$180,000 to \$200,000 gross per annum, plus leave loading, plus superannuation.

Remuneration will reflect the skills, experience, and qualifications of the successful applicant.

Tenure

A two-year contract is offered with the potential opportunity for a further contract.

Technology/Communication Provisions

A mobile phone and laptop computer will be provided in order to fulfil the duties of the role. These items remain the property of EREA VSL and should be adequately maintained by the incumbent of the role.

Salary Packaging and Leave Entitlements

The incumbent may enter into a salary packaging arrangement, which will be in accordance with EREA VSL guidelines.

The Director of Governance, Risk and Improvement will have sick leave and long service leave entitlements in accordance with the National Employment Standards. Leave portability between Victorian Catholic Schools is available should the incumbent meet the criteria.

Flexibility

EREA VSL offers a flexible working arrangement by negotiation; working from the office and home in line with operational requirements.

APPLICATION PROCESS

Applications should be addressed to Jacqueline Wilton, Interim CEO, EREA VSL and submitted via the **Apply Now** button on our Careers page <https://erea.vic.edu.au/Careers>

Applications must include:

- Current Resume
- Covering Letter, outlining your interest in and suitability for the position which addresses the essential job competencies of the role (2 pages maximum).

Shortlisted candidates will be required to provide three nominated Referees.

Aboriginal and Torres Strait Islander People are encouraged to apply; we are an Equal Opportunity Employer and value diversity.

We will be reviewing applications as they are received. Should we find a suitable applicant we will close the role early; therefore, please don't delay your application.

Applications Close: 4:00pm, Monday 23 March 2026.

If you would like further information about this role, please email hr@erea.vic.edu.au

EREA VSL is a child safe and child-centred organisation, committed to the protection of children and young people from harm. EREA VSL has no tolerance of abuse. We require all applicants to undergo an extensive screening process prior to appointment in accordance with legislative and EREA VSL policies and procedures.