



<b>Title of Position:</b>	Policy, Risk and Assurance Manager
<b>Responsible to:</b>	Trustees of Kildare Ministries
<b>Direct Report:</b>	Executive Director of Kildare Ministries
<b>Employment type:</b>	Full time, 3-year contract
<b>Location:</b>	Albert Park, Victoria

## **Kildare Ministries**

Kildare Ministries is inspired by the transformative vision of the Christian story and our rich Brigidine and Presentation traditions. We strive to build communities where all people are valued, where all creation is recognised as sacred and where hope, justice and courage are our hallmarks.

The Trustees of Kildare Ministries (TKM) hold civil and canonical responsibilities as the Catholic Church authority for ten schools and three community works previously the responsibility of the Brigidine Sisters Australia and the Presentation Sisters Victoria. They are entrusted with the heritage, traditions and the charisms of the Brigidine and Presentation Sisters and seek to ensure that these are stewarded purposefully and meaningfully into the future. The Trustees of Kildare Ministries exercise governance through incorporated Boards, including Kildare Education Ministries.

## **Position Overview**

The Policy, Risk and Assurance Manager plays a critical role in supporting the Trustees of Kildare Ministries to ensure strong and effective governance practices by leading enterprise risk management initiatives and fostering a proactive risk and assurance culture across Kildare Ministries.

The Policy, Risk and Assurance Manager is responsible for the development, implementation and refinement of Kildare Ministries' enterprise risk management strategy. This includes business continuity planning, insurance and claims management, quality assurance, and internal audit frameworks. Working collaboratively with the Mission and Ministry Team, ministry leaders and risk coordinators, the Policy, Risk and Assurance Manager ensures operational resilience is embedded and that legal, regulatory, and policy obligations are consistently met. The role also involves identifying opportunities for continuous improvement in systems and practices to enhance organisational effectiveness.

In addition, the Policy, Risk and Assurance Manager provides assistance to the Kildare Education Ministries Board in carrying out their governance responsibilities in relation to risk and assurance across the seven schools within Kildare Education Ministries.

While reporting to the Executive Director, the role requires close collaboration with the Chief Financial Officer and the Executive Officer of Kildare Education Ministries, as well as strong working relationships with the Mission Leader and Executive Assistants.

## **Scope of the Role**

This role operates across both Kildare Ministries and Kildare Education Ministries, with responsibilities and time broadly apportioned on a 50:50 basis. The position supports the governance, risk and assurance needs of both entities, ensuring a consistent, aligned and effective approach across the Kildare Ministries network.

## **Responsibilities and Duties**

The following responsibilities are indicative and may evolve over time to reflect organisational priorities.

### **Kildare Ministries**

The following responsibilities relate specifically to Kildare Ministries:

- In collaboration with the Executive Director and Committee Chairs, prepare agendas and papers for the Policy, Risk and Governance Committee and Safeguarding Committee and attend all meetings.
- Prepare high-quality papers, reports and advice for the Trustees, their subcommittees and Kildare Ministries networks (Leaders, Board Chairs, Business Managers & Risk Coordinators) as requested.
- Lead the development, implementation and continuous improvement of enterprise risk and resilience strategies within Kildare Ministries.
- Monitor, maintain and report on enterprise-level risk settings, including the Risk Appetite Statement, Risk Register and Risk Management Policy, and oversee the systematic review and updating of risks by designated risk owners.
- Lead the development and regular review of Kildare Ministries policies (internal and governance) and support their effective implementation.
- Maintain an up-to-date policy register and review schedule.
- In collaboration with the Executive Director and Chief Financial Officer, coordinate and manage the Annual Assurance and Attestation process and the Annual Safeguarding Report process.
- Lead the Risk and Assurance Coordinators' network, preparing agenda and papers and chairing meetings, in collaboration with the Executive Director and Chief Financial Officer.
- Undertake risk assessments and compile all required risk and compliance documentation for Kildare Ministries-led programs and events.
- Liaise with Risk Coordinators in relation to student programs organised and hosted by Kildare Ministries.
- In collaboration with the Mission Leader, co-lead pre-departure risk briefings for staff participating in Kildare Ministries' student programs.
- Support the Mission Leader in their leadership of programs by providing advice in matters related to risk and compliance.
- Promote continuous improvement, innovation and systems optimisation to strengthen organisational resilience and performance across Kildare Ministries.

### **Kildare Education Ministries**

The following responsibilities relate specifically to Kildare Education Ministries (KEM):

- Support the Chair of the KEM Risk and Assurance Committee and the Executive Officer (EO) in the preparation of meeting agenda and papers and to actively participate in all meetings of this Committee.
- Assist in the development and review of KEM Board Policies and participate as a member of the KEM Policy and Governance Committee.
- Lead the KEM Risk and Assurance Coordinators' network, preparing agenda and papers and chairing meetings, with the support of the EO and KEM Executive Assistant.

- Assist the EO with projects and initiatives to enhance the risk maturity of KEM and its schools.
- Assist the EO in the planning of KEM cybersecurity strategies and provide oversight of their implementation, in liaison with relevant school staff.
- On request, provide information and presentations to the KEM Board, KEM Principals and KEM Board committees related to risk management, compliance and assurance.
- Review the risk management information from the seven KEM schools, including the risk registers, providing advice to schools and summative reports to the Risk and Assurance Committee and Board for assurance purposes.
- Support KEM Principals and Risk and Assurance Coordinators with risk management in KEM schools, providing advice and practical help in the implementation of the Risk Management Policy, Risk Management Framework and their associated requirements and processes.
- Maintain KEM's Ideagen Assurance site and provide assistance to schools in their use of risk registers, and other documentation on Assurance where appropriate in conjunction with the Ideagen Client Success Manager.
- Support KEM Risk and Assurance Coordinators to ensure the Ideagen sites are regularly reviewed
- Support the KEM EA in their work, providing advice and coaching in matters related to compliance, risk and assurance.

## **Key Requirements**

### **Qualifications and Experience**

- Successful completion of a recognised tertiary qualification, preferably in risk management, assurance or a related field.
- Extensive experience in enterprise risk management, assurance or compliance roles in complex organisations, preferably in education or not-for-profit sectors.
- Knowledge of ISO 31000:2018 Risk Management Guidelines.
- Understanding of the legislative and regulatory environment for schools.
- Demonstrated experience working with Executive leaders, Boards and Committees, including the ability to influence senior stakeholders.

### **Skills and Attributes**

- Commitment to the mission, values and Catholic ethos of Kildare Ministries.
- Strong interpersonal skills with a welcoming, respectful and collaborative approach.
- Exceptional verbal and written communication skills, including high-level report writing.
- Strategic thinker with strong analytical and problem-solving capabilities.
- Highly organised and self-directed, with the ability to manage competing priorities.
- Commitment to confidentiality, discretion and ethical conduct.
- Proficiency in Microsoft Office suite.

### **Other Requirements**

- Current Working with Children Check and willingness to obtain a National Police Check.
- Current Driver's Licence.