



# Nagle College

## Bairnsdale

### Position Description

<b>Position:</b>	<b>Compliance Manager</b>
<b>Reports to:</b>	<b>Business Manager</b>
<b>Classification:</b>	<b>Education Support - Category C, Level 4</b>
<b>Employment Status:</b>	<b>Ongoing/Full time</b>

#### Mission

##### **'A Faith Filled Learning Community, Striving for Excellence'**

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

#### Job Scope

Nagle College operates under the governance of Diocese of Sale Catholic Education Limited (DOSCEL), Reporting requirements of Victorian Catholic Education Authority (VCEA) and is bound by the strict compliance requirements of the Victorian Registrations and Qualifications Authority (VRQA) and the Department of Education and Training (DET). Supported by the College Leadership Team, the Compliance Manager manages the day-to-day operations of the College's Policy and Procedures, ensuring that Nagle College meets its compliance and assurance obligations.

#### Key Responsibilities:

- Maintain the College's Risk & Compliance Register.
- In conjunction with the responsible Leadership Team member, review and maintain the College's policies, procedures and guidelines ensuring that all policies and procedures meet the VRQA minimum standards.
- Maintain a register of policies and procedures and ensure that they are reviewed as required or as requirements change.
- On a cyclic basis collect and record evidence of compliance.
- Ensure all public policies and procedures are maintained and up to date on the College website.
- Ensure all policies and procedures are maintained and up to date on the College Intranet.
- Provide administrative support to the Leadership Team and the Principal in relation to the (every four years) School Review and VRQA reviews.
- Provide regular reports to the College's Leadership Team on compliance and notify the Business Manager and Principal of any incidents or concerns with compliance requirements.
- Assist the Business Manager and Property Manager with the administration of the (Online) Contractor Management System and induction of Contractors.
- Assist the Business Manager and Deputy Principal Students with the annual review of the College's Emergency Management Plan and associated documents and update of published documents and maps as required.

- Undertake staff inductions for new staff as required.
- Manage online compliance/training modules including system management and staff completion and provide reporting to the relevant manager.

### Other Duties

- The Compliance Manager is a member of the College’s Operations Team and assists the team with Risk Assessment and compliance requirements.
- The Compliance Manager is a member of the College’s Occupational Health and Safety (OH&S) Committee and in conjunction with the Business Manager, prepare an agenda for these meetings, take and distribute minutes and maintain a register of action items and progress.
- Assist the OH&S Committee by following up on incident reports, maintaining our Safety Data Sheets in Chemwatch and the administration of yearly training of all staff.
- The Compliance Manager is a member of the College’s Emergency Management Planning Committee and in conjunction with the Business Manager, prepare an agenda for these meetings, take and distribute minutes and maintain a register of action items and progress.
- Assist the Business Manager with the organisation of annual emergency management training.
- Assist the Business Manager with archive document management of both physical and electronic records and their document management systems.

### Commitment to Child Safety

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

### General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Carry out all other duties as directed from time to time by the Business Manager or Principal.

### Organisational Relationships

The Compliance Manager has a number of key internal and external relationships.

**Reports to:** Business Manager

**Supervises:** No direct reports

**Internal liaisons:** Principal, Executive Strategic Leadership Team, volunteers, teaching and non-teaching staff.

**External liaisons:** VCEA, DOSCEL, external auditors, other Catholic schools within and outside the Diocese, suppliers and service providers, parents, government departments and agencies.

## Judgement and Decision Making:

This role is expected to undertake a high proportion of tasks involving complex, specialised or professional functions and manage the compliance function of the College.

This role will require the employee to be able to independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems and use theoretical principles in modifying and adapting techniques.

## Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Compliance Manager at Nagle College and therefore form the basis of our key selection criteria.

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- An understanding of compliance requirements within an education environment.
- Relevant qualifications or experience in a Compliance based environment.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
- Strong attention to detail.
- Good analytical skills with an ability to identify and problem solve
- Ability to Handle confidential information in an appropriate manner
- Excellent skills with MS Office required
- Excellent communication skills both written and verbal
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required
- A commitment to ongoing professional learning and growth in skills

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check.

### **Vision Statement**

"I have come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life