



Compliance and Risk Coordinator

Catholic Education in the Diocese of Sale is a vital expression of the mission of the Church and is owned and operated by Diocese of Sale Catholic Education Limited (DOSCEL).

The Diocese covers 37 primary and 7 secondary schools from Cranbourne and Narre Warren in the west of the Diocese to Wonthaggi in the south and Orbost in the east. Through the partnership of schools with families, parishes, the Catholic Education Office, Diocese of Sale (CEOSale) and religious institutes, our schools play a leading role in nurturing the faith of children and youth and developing their intellectual, physical, emotional and social knowledge, skills and attributes.

These schools are served by the Catholic Education Office which is located at 6 Witton Street, Warragul, approximately a 90-minute drive from the Melbourne CBD. The Office has a staff of approximately 80 who provide a wide range of leadership and support services to schools.

The Director of Catholic Education in the Diocese of Sale is seeking to appoint a Compliance and Risk Coordinator. The appointee will be responsible to the Director of Catholic Education through the Executive Manager: Industrial Relations / Human Resources.

This position shares the responsibility of all CEOSale staff to support and promote, in word and in action, the Catholic identity of all schools and CEOSale. This newly created role has been established to lead the risk function and support strategic goals by ensuring the governance, risk, compliance and control frameworks are operating effectively within DOSCEL.

Key Selection Criteria:

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic education
- A commitment to Child Safety
- Well-developed interpersonal skills including:
 - ability to work as part of a team
 - communication, process management and problem solving skills
- Experience in policy development and advanced policy writing skills, with strong attention to detail
- Current working knowledge of relevant legislative and regulatory requirements
- Ability to interpret legislation and translate key information to stakeholders
- Ability to operate effectively in a complex environment and balance a range of priorities, expectations and multi task on competing priorities
- Ability to develop and maintain strong working relationships with key stakeholders, including principals, business managers, school compliance staff and external agencies
- Extensive experience in compliance and risk management systems
- Demonstrable influencing and advocacy skills in a complex environment
- Capacity to work to rigid timelines in a highly complex working environment.

Qualifications and Experience:

- A Degree or Diploma in a relevant field, and/or relevant experience or
- Experience in a compliance, risk management and policy development role within the education sector would be an advantage
- A current Victorian Driver's licence is required.

Salary and Benefits:

- This position is classified as an Education Officer Level 1 to 5, as set out in the *Victorian Catholic Education Multi Enterprise Agreement 2013* and is based upon qualifications and experience.
- The salary offered is paid according to the rate set out in the *2017 Memorandum of Understanding* between the Catholic Education Commission Victoria Ltd (CECV) and Independent Education Union Victoria Tasmania and is based upon qualifications and experience. (Salary range \$99,663 p.a. - \$116,741 p.a.).
- Four weeks' Annual Leave is provided, with Purchased Leave Options for additional leave.
- Salary packaging arrangements are available to staff of CEOSale.

Tenure:

- The appointment is full-time and ongoing.
- Working hours are Monday to Friday 8.30 am to 5.00 pm.
- Commencement date is negotiable.

Applications:

- A Position Description, Instructions for Applicants, Application Form, Confidential Referee Assessment Form and other relevant information may be downloaded from the CEOSale website www.ceosale.catholic.edu.au.
- Three confidential referee assessments are required.
- Please return the completed Application Form, together with your Letter of Application and a copy of your Curriculum Vitae by Thursday 14 June 2018.

Enquiries may be directed to Ms Shard Goodwin, Employment Relations Adviser via email sgoodwin@ceosale.catholic.edu.au or direct line (03) 5614 5104.

Applications should be marked to the attention of Ms Teresa Brady and addressed to:

Ms Maria Kirkwood
Director of Catholic Education – Diocese of Sale
Chief Executive Officer – Diocese of Sale Catholic Education Limited
Catholic Education Office
PO Box 322
WARRAGUL VIC 3820

or

Email: director@ceosale.catholic.edu.au

Closing Date: Thursday 14 June 2018

The Catholic Education Office, Diocese of Sale promotes the safety, wellbeing and inclusion of all children