



# DIOCESE OF SALE

## CATHOLIC EDUCATION LTD.

*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).*

**POSITION:** Compliance and Risk Coordinator

A 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 Diocese of Sale Catholic Education Limited schools.

This role is also accountable for working collaboratively with schools to identify and resolve risk and embed a risk culture within Diocesan Catholic Schools.

**LOCATION:** The Catholic Education Office, Diocese of Sale is located at 6 Witton Street, Warragul.

**STAFF GROUP:** Industrial Relations / Human Resources

**REPORTING TO:** Director of Catholic Education through the Executive Manager: Industrial Relations / Human Resources.

**TENURE:** The appointment is full-time and ongoing.  
Working hours are Monday to Friday 8.30 am to 5.00 pm.

**CLASSIFICATION:** Education Officer

### **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.

**COMMENCEMENT DATE:** Negotiable

The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.

## **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 and 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.

## **DUTIES:**

### **Risk and Compliance Management**

- Manage the implementation of risk and compliance functions including implementation of processes and procedures, tools and systems to identify, assess, measure and monitor risk and compliance.
- Provide advice in relation to compliance requirements, obligations and risk.
- Manage the DOSCEL risk register.
- Provide reports as required in relation to risk management and compliance.
- Develop and support ongoing improvements in compliance framework and reporting.
- Coordinate and/or deliver as appropriate, compliance and risk management training.

### **CompliSpace**

- Undertake coordination and management of the CompliSpace project within the Diocese of Sale.
- Manage and contribute to the design and implementation of the Assurance Risk Management Framework.

### **Policy and Procedures**

- Integrate compliance obligations into policies, procedures and processes.
- Develop and update policies as required for key risk areas.

### **Other Duties**

- Other duties as directed by the Director of Catholic Education and Executive Manager: Industrial Relations / Human Resources.