



College Compliance Manager – Position Description

Position Summary and Key Working Relationships

Functional Title: College Compliance Manager	Department: College Operations
Incumbent:	Location: Multi Campus
	Date: January 2022

Relationships and Networks

Led by:	<ul style="list-style-type: none"> ● Head of College Operations
Leads:	<ul style="list-style-type: none"> ● Health and Safety Officer
Collaborates with:	<ul style="list-style-type: none"> ● College and Campus Executives ● Property Manager ● Heads of Section ● Heads of Departments ● Finance Manager ● Teaching and administrative staff
Key Working Groups	<ul style="list-style-type: none"> ● OHS Committee ● Policy and Compliance Committee ● Student Systems Administration Group ● Audit Team (as required)
External Groups	<ul style="list-style-type: none"> ● ISV and School compliance services ● VRQA ● Government Departments ● CRICOS
Position conditions	<p>Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p> <p>The position is full-time. Hours equate to 38 hours per week, to be agreed with the Head of College Operations.</p> <p>The hours of work may be varied by the College in accordance with operational requirements. Variations will be agreed in writing. No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.</p>

Primary Purpose of the Position

The College Compliance Manager is a leadership role at the College, responsible for the planning, development, leadership and implementation of best practice of compliance and operational risk management to ensure the College's regulatory, legal and operational obligations are met.

The College Compliance Manager will be responsible for driving a workplace culture that educates, supports and directs staff towards providing an active yet compliant learning environment for the school community.

In order to meet compliance requirements, the College Compliance Manager will develop the Compliance Systems aligned with the College’s Risk Management and Policy Management framework to support the College executive team by providing risk management policies, procedures and strategies, including the development, and management of a range of communication platforms to support training and awareness to members of the College community (staff, executives, students and parents.)

College Compliance Manager - Primary Responsibilities

Key Responsibilities for the position are:

Policies and Practice

- Maintain and update the **Beaconhills College Compliance and Regulatory framework**
- Develop, administer and maintain content within Complispace (Policies), Assurance (Risk and Tasks) and SLS (staff learning) systems, ensuring data integrity and current documents are available at all times.
- Using the Complispace platforms detailed above, ensure a managed update process and continuous review routine is in place, to meet business practices of College.
- Manage the development, implementation, documentation and dissemination of relevant policy, procedures, processes, controls and guidelines to promote a compliance culture and reduce risk across the College, including the relevant professional learning modules for various sectors of the College community.
- Identify all gaps in the College policy register, and ensure the College has the policies in place to ensure business practices are within legislated guidelines or compliance mandates from regulatory bodies including, but not limited to VRQA, DEET, ISV, WorkSafe, CRICOS, Boarding Standards, Facilities and Human Resources.
- Undertake regular business checks and audits of policy versus practices; modify or bring into line non-compliance issues through re-validation, training support or process change of documented policies within the College.
- Establish and manage systems and networks to stay abreast of regulatory changes that affect the College and to ensure policies and procedures are reviewed to ensure compliance.

Operational Risk Management

- To act as a point of contact for Operational Risk and Compliance management issues across the College and provide advice and guidance to staff on compliance and regulatory related matters.
- Develop, implement and maintain a streamlined College wide structure for the management and understanding of operational risk
- Liaise with all levels of staff within the College and work collaboratively in the implementation of the operational risk management structure
- Develop and provide appropriate professional learning for staff to develop an operational risk management culture within all sections of the College

Compliance reports and reviews

- Establish, maintain the College compliance register, to ensure all obligations are met and resource planning can occur to meet reporting and legislative obligations
- Lead all government regulatory audits (e.g. VRQA, CRICOS, NCCD)
- Report on compliance and suggest changes/training requirements on documented policies to the College Executive team,
- Develop and submit reports as required in accordance with State and Commonwealth legislative requirements
- Complete and submit annual compliance certificates, frameworks and questionnaires as required within the College
- Oversee new, or re-accreditation requirements for the College

OHS & Safety Management

- Facilitate the management of work, health and safety processes and procedures across the College to ensure compliance with relevant legislation and regulations
- Collaborate with the Property Team, in regards to the Emergency Planning Processes and procedures, ensuring annual compliance is met with updates, mapping, drills and documentation
- Support activities of the Occupational Health and Safety Committee
- Develop and implement training requirements for staff
- Ensure the effectiveness of the colleges incident reporting system in conjunction with the OHS Officer/Property Team

Induction, Training and Information awareness programs

- Establish and manage the systems and documentation to provide compliant and relevant induction material, or information for a cross section of the College Community that includes but is not limited to:
- Staff employed by the college
- College Board Induction
- Volunteers that participate in and support College programs
- Incursion presenters and other paid suppliers to the College
- Parents and the wider public
- Establish and manage the annual reporting, training and information awareness programs for the College community based on compliance requirements, which include, but is not limited to Child Safety legislation, OHS compliance, First Aid and Anaphylaxis, and working with Children checks.
- Develop and maintain the **Qualifications Matrix** for roles within the College to ensure compliance with regulatory obligations.

Workplace Health and Safety Responsibilities

- Understand workplace safety initiatives, and ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management, using the College defined reporting tools.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Inherent Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- perform primarily sedentary duties requiring extensive use of screen-based equipment
- undertake repetitive arm movements and manual dexterity for computer work
- look up and down
- talk
- hear
- read computer screens and printed documents
- communicate clearly for telephone and face to face communication
- specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception

Competencies

- Certificate IV Workplace training and assessment
- Demonstrated professional experience in OHS, policy management, risk management or other related discipline
- Possess excellent computer skills
- Possess high level of analytical skills
- Possess both the ability and desire to work with a great attention to detail
- Possess excellent organisational skills
- Possess excellent communication skills, both written and verbal
- Highly motivated, dedicated and energetic
- Able to assess, and develop systems to take advantage of the changing technologies within the College
- Able to handle multiple tasks
- Able to prioritise tasks
- Meet and understand deadlines in a busy work environment
- Possess a high degree of confidentiality and discretion

Key Selection Criteria

Essential

- Demonstrated knowledge of compliance and risk drivers within a school environment
- Highly developed interpersonal and communication skills together with exemplary personal values and qualities, and the ability to create strong partnerships with the College community
- Highly developed computer skill and literacy, with familiarity in using Microsoft packages
- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- Demonstrated capacity to work both independently/autonomously with minimal supervision and collaboratively within a team
- Demonstrated excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands
- Demonstrated flexible approach to work
- Ability and preparedness to run and attend regular professional learning opportunities both personally and for the wider school community
- The incumbent must hold or be in the process of obtaining:
 - A Working With Children Check
 - A current Police Certificate

Desirable

- Familiarity with the operation of schools
- Familiarity with Complispace or like, compliance/policy management systems

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct. Beaconhills performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Vaccination Statement

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021.

Staff members must have received their second dose by 29 November 2021 (where applicable) unless they have a valid medical exemption. Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process