



ROLE DESCRIPTION

COMPLIANCE MANAGER

1. REPORTING RELATIONSHIP

The Compliance Manager reports directly to the Business Manager.

2. DIRECT REPORTS

Nil.

3. THE ROLE AND RESPONSIBILITIES

The Compliance Manager will work closely with staff, including the College Leadership Team (CLT). The role requires an understanding of the mission and values of Mt St Michael's College to be gained as it is essential to ensure that MSM continues to clearly convey the values that reflect its tradition and to support our ethos.

The Compliance Manager plays a pivotal role in improving and overseeing risk and compliance across the College and will be responsible for developing and overseeing Risk Management, Compliance and Workplace Health and Safety as detailed in the following sections.

3.1 RISK MANAGEMENT

Informed by the recommendations of the 2020 Risk Management, Compliance and WHS Review the Compliance Manager will:

- Develop a CLT approved detailed risk management plan which includes prioritised tasks, timelines and allocation of responsibilities.
- Review, develop and implement systems and procedures to appropriately manage risk.
- Assess, monitor and report on effectiveness of risk controls.
- Review, manage and maintain the College Risk Register.
- Review the College Critical Incident and Emergency Management procedures.
- Investigate a risk management software solution.
- Support staff to understand, develop and complete risk assessments as required.

3.2 REGULATORY COMPLIANCE PORTFOLIO

- Keep up to date on legal and regulatory changes that may impact College policies and procedures.



- Maintain consistent formatting in all risk and compliance documentation (eg. policies)
- Maintain College Policy Register.
- Develop and maintain Business Continuity Plan.
- Maintain Funding and Compliance Calendar.
- Ensure compliance obligations are completed on time.

3.3 WORKPLACE HEALTH AND SAFETY

- Ensure WHS is strongly positioned and evident in the College's culture.
- Keep up to date on legal and regulatory changes that may impact College policies and procedures.
- Develop a structured WHS management system; documented and approved by the CLT.
- Set measurable targets to assess WHS performance that are appropriate and practical for a College environment.
- Source and co-ordinate training for staff as required.
- Implement a robust, cohesive and online incident reporting and management process that enables timely and responsive attention to all WHS safety incidents.
- Implement a robust, cohesive and automated hazard identification and management process that enables timely and responsive consideration of all hazards identified by staff.
- Compliant processes are implemented in relation to the management of hazardous substance and materials.
- Compliant processes are implemented in relation to the management of asbestos.
- Prepare an organisation chart that identifies all WHS roles in the College, including medical, first aid, fire safety, emergency, crisis response, WHS officers and committees etc.
- Ensure that a structured approach to managing mental health and wellbeing of staff operates effectively in the College.
- Act as Secretary to the College WHS Committee.

3.4 GOVERNANCE REPORTING

- Develop, maintain and be responsible for the governance reporting of key risk management information to the College Leadership Team and the College Board.

4. GENERAL

- Ensuring the College's ethos and values are reflected in the employee's manner.
- Ensuring communication records are maintained and provided to other staff as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.



- Obtaining and keeping current a Working with Children – ‘Blue Card’, issued by the Department of Justice and Attorney-General (Queensland Government).
- Deal with other compliance matters as they arise from time to time.

5. HOURS OF DUTY

To be confirmed.

6. CONDITIONS

To be confirmed – part time or full time.

7. QUALIFICATIONS

- Relevant formal qualifications at a degree level.
- Certified qualification at a diploma level in WHS (or a willingness to undertake study for a diploma).
- First Aid Certificate.
- A valid ‘Working with Children’ Check Positive Paid Employee Notice is mandatory (‘Blue Card’).

8. SALARY

In accordance with the College Officers Classification - Level 6 in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Colleges of Queensland 2015-2019.

WRITTEN BY:

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**IN CONSULTATION WITH
AND APPROVED BY:**

Ms Sharon Volp

DATE:

March 2020