



Position Description: Manager Risk and Compliance

Position title:	Manager Risk and Compliance
Reports to (position title):	Director of Human Resources and Safety
Organisation:	Edmund Rice Education Australia Flexible Schools Ltd, Southern Region (NSW, Vic, Tas)
Contract tenure:	Ongoing
FTE:	Full Time
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Melbourne, VIC (preferred)
Approved:	February 2023

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

Foundation Statement

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, through valuing, supporting and celebrating the uniqueness and dignity of each person.

EREA Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

Background

The South Eastern Flexible Schools Network (SEFSN) is an initiative of Edmund Rice Education Australia. EREA services including Flexible Learning Centres (FLCs), offer a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the SEFSN services respond with a variety of flexible and innovative social inclusion and learning experiences.

SEFSN services provide young people with a varied and holistic set of learning experiences, supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;
- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;



- who are young parents;
- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See www.ereafsn.edu.au - Publications for further information.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website at <https://www.ereafsn.edu.au/wp-content/uploads/2017/09/18.-EREA-Youth-Foundation-Statement-Copy.pdf>).

EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website: <https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf>

Primary Role

The Manager Risk and Compliance is a senior leader in the management of the systems, processes and procedures that underpin the safety and wellbeing of all individuals in the Southern Regional Network. Role success will be achieved through the maintenance and perpetuation of a holistic approach to the roles responsibility’s that includes the creation of a safety culture that imbeds the importance of physical, social and emotional safety into all in the network’s communities.

Duties and Responsibilities

Duties and responsibilities focus on the Network’s multiple obligations in relation to

Risk Management

- Manage the Network’s Risks in accordance with the agreed operational plans
- Developing Critical Incident responses and co-ordinating simulated situational testing in conjunction with relevant Managers and leadership teams.
- Assisting in the management of all Workers Compensation claims and general Workers’ compensation matters.
- Coordinate training in risk assessment, management, and mitigation
- Create, support and maintain the system of Risk Management relating to school events and offsite / out of hours activities

Safety Management

- Manage the Network’s safety in accordance with the agreed operational plans
- Developing and maintaining the Network’s Safety Programs
- Coordinate training as appropriate for staff in safety management



- Provide advice and support to staff in safety matters.
- Foster and promote a culture of safety management and awareness.
- Be the leader of the Networks Health and Safety structures.
- Manage Safety Auditing and Incidents

Managing Compliance and Policy

- Ensure ongoing compliance with legislation and policy requirements
- Manage the Network's policies for legislative compliance and best practice
- Act as an objective source of independent advice to ensure validity, legality and goal achievement in Safety and Risk Management
- Be involved the Network's registrations processes as they relate to the position's areas of responsibility

Support the Networks Child Safeguarding Practices

- Abide by EREA's Child Protection Policies, Code of Conduct, and Child Safe Code of Conduct.
- Abide by SEFSN's Child Safety Policy and Code of Conduct.
- In consultation with the Regional Director, Principal or School Leader/s provide support to young people and families dealing with issues of child safety.
- Ensure legal and mandatory reporting obligations are met, consistent with the FLC's 'Procedures for Responding to and Reporting Allegations of Child Abuse' within the FLC's 'Child Protection Program'.
- Provide a referral point for young people and families to appropriate support services.
- Support SEFSN's adherence with state based Child Safeguarding legislation, including applicable state based record keeping and reporting requirements.

Selection and Review Criteria

Qualifications	Skills and Attributes
<ul style="list-style-type: none"> • Tertiary qualification/s in relevant disciplines will be highly regarded • Ability to obtain and maintain a Working with Children/Vulnerable People Check • Hold appropriate Australian Work Rights • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required. 	<ul style="list-style-type: none"> • Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty • Proficiency in Microsoft Office and a high degree of computer literacy • Administrative skills • Excellent communication skills, with high attention to detail and the ability to develop and maintain strong relationships • Excellent planning, organisational and project management skills • Understanding of, and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition • A commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at risk of abuse • Ability and willingness to travel to school sites and attend professional development as required.
<p>Physical Requirements: This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</p>	