



**ST EDMUND'S
COLLEGE**
CANBERRA • EST 1954

ROLE DESCRIPTION: COMPLIANCE AND ADMINISTRATION MANAGER

GENERAL

The Compliance and Administration Manager is responsible to the Principal, and as delegated for:

- the implementation and maintenance of St Edmund's College's compliance and safety incident management framework
- promoting a proactive approach to compliance and safety incident management within the College
- overseeing the maintenance of student attendance data and provision of first aid services to students
- overseeing the provision of quality customer service and administrative assistance to parents/guardians, contractors and members of the public

The Compliance and Administration Manager will also undertake the roles of Privacy Officer and Work Health and Safety Office for the College.

RELATIONSHIPS

- Principal
- Director of Business Services (supervisor)
- College Leadership Team (CLT)
- Administration staff
- Volunteers and contractors

DUTIES

Compliance Management

- Act as Privacy Officer for the College
- Act as the first point of contact for all compliance and safety incident management issues across the College
- Oversee the College's ongoing policy review
- Act as the system administrator of the School's compliance software program - CompliSpace
- Undertake ongoing monitoring, assessment and improvement of safety incident and compliance management processes
- Generate awareness of safety incident and compliance management throughout the College community by undertaking risk assessments, providing education and training, developing resources and demonstrating compliance aware behaviours
- Work with the Director of Business Services to ensure controls are in place to manage College compliance with regulatory and legislative obligations
- Ensure the College is compliant with all legislative, regulative and funding agreement requirements and that any changes in to these requirements are communicated to the CLT
- Work with the Director of Business Services to provide advice and reports for the CLT and the College Advisory Board on compliance and safety incident management
- Facilitate the maintenance of compliance records
- Undertake quarterly insurer travel reports

- Coordinate responses and prepare data for government, Edmund Rice Education Australia (EREA), Catholic Education Office and other external agencies in relation to compliance, reporting and registration requirements

Administration Management

- Manage the College's administration staff to ensure positive and efficient customer service
- Manage the provision of internal services, including administration of student attendance, delivery of first aid services, storage of lost property and administrative support for College staff
- Organise alternative staffing arrangements to cover key services when administrative staff are absent
- Ensure the security of files and information in relevant office areas and networks
- Manage the College archival function ensuring the annual and ongoing archiving of College files, information and materials in a secure manner
- Manage the development and publication of administration documentation and forms

Other duties

- Act as the Work Health and Safety Officer for the College
- Develop and maintain the Critical Incident Management (CIM) documentation
- Administer grants and funding applications (including BGA submissions and grants, Chaplaincy and Defence)
- Perform any other duties that may be assigned from time to time by the Director of Business Services, including taking minutes for meetings, undertaking or assisting with special projects, preparing documents and reports, and assisting with legal and confidential matters.

ROLE REQUIREMENTS

Essential

- At least 3 years experience compliance/risk or legal work
- Experience managing and mentoring staff
- A good understanding of work health and safety requirements
- Excellent communication skills including the ability to clearly present information to diverse audiences
- A collaborative work style
- Excellent organisational skills
- Very good ICT skills

Desirable

- Project management experience
- Tertiary qualifications in business, law or other related fields
- Experience working in the education sector

TERMS

- This successful candidate will be employed under a common law contract. This role is not covered by the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2015-2019 (the Agreement), and subsequent Agreements. However, leave entitlements and pay increases will be in accordance with the Agreement.
- Permanent, full-time role with four weeks annual leave or as negotiated.