



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



**EDMUND RICE EDUCATION**  
**AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

## **Compliance and Administration Manager**

Please see the Role Description for information regarding this role. The start date for this role is ASAP or as negotiated.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) registration.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision, and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement, no longer than three A4 pages, addressing the Role Requirements. The Role Requirements are listed in the Role Description.

Contact Ms Samantha Brady via [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au) if you have further questions.

Applications close: 5pm Monday 20 March 2023, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or via email [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



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## **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 Chair of the Work Health and Safety (WHS) Committee including supervision of the College WHS Officer.

### **RELATIONSHIPS**

- Principal and Deputy Principal
- Director of Business Services (supervisor)
- Administration and Community Development staff
- College staff and students
- 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, ensuring that all incidents are investigated, and reports are actioned and closed appropriately.
- Oversee the College's ongoing policy review and implementation.
- Act as the system administrator of the College's compliance software program, CompliSpace.
- 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.
- Ensure the College is compliant with all legislative, regulative and funding agreement requirements and that any changes to these requirements are communicated to the College Leadership Team (CLT).
- Work with the Director of Business Services to provide advice and reports for the CLT and the College Advisory Council on compliance and safety incident management.
- Monitor staff and volunteer WWVP compliance.  
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 and Community Development teams to ensure positive and efficient customer service.
- Manage the provision of administration services, including but not limited to, 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 electronically.
- Manage the College archival function ensuring College information is archived in a secure manner and requests for access to archived information are actioned in accordance with the College Privacy Policies.
- Manage the development and publication of administration documentation and forms.

## **Other duties**

- Chair the WHS Committee and supervise the WHS Officer and College WHS function.
- Develop and maintain the Critical Incident Management (CIM) documentation.
- Prepare grants and funding applications, ensure grant requirements are met and submit grant acquittals.
- Perform any other duties that may be assigned from time to time by the Principal, Deputy Principal or Director of Business Services.

## **ROLE REQUIREMENTS**

### **Essential**

- At least 5 years compliance/risk or legal work experience
- 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
- Excellent 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, pay increases will be in accordance with the Agreement.
- Permanent, full-time role with four weeks annual leave or as negotiated.
- Must maintain a current Working with Vulnerable People registration.
- Salary package (including superannuation) of \$120,000pa negotiable.