

Role Description



POSITION TITLE:	Manager: Assurance and Risk
TEAM LEADER:	Deputy Director: Stewardship
TEAM:	Stewardship
DATE:	March 2022

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB), work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic Education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Manager: Assurance and Risk is responsible for leading the establishment, development, implementation and continual improvement of DOBCEL's enterprise risk management strategy, business resilience, quality assurance and internal audit programs and associated frameworks. This is an encompassing program that covers the following aspects:

- Enterprise Risk Management – framework and planning to affect the integration of enterprise risk management into the day-to-day decision-making processes of the business;
- Business Continuity – framework and planning to ensure, in the event of a loss of business function(s), that key activities are recovered and resourced;

- Corporate Assurance - management of the three lines of defence assurance and internal audit programs and incident register and management;
- Critical Incident Management – framework and process for responding to significant adverse events;
- Organisational Resilience – implementing and sustaining business resilience strategies and programs including recovery and business transformation, policies, and capability development.

The Manager: Assurance and Risk will facilitate outcomes and work collaboratively with a diverse range of stakeholders across the organisation to ensure there is a robust, effective and efficient approach to managing risk and assurance to achieving strategic priorities.

Operating with a sophisticated understanding of assurance and risk practices, the incumbent will develop and enable the enhancement of DOBCEL’s overall risk strategy and functions while embedding a positive risk culture across the organisation.

The role works closely with all Directorates to assess arrangements for managing operational resilience and to ensure that appropriate measures are in place to meet legal, regulatory and policy obligations and that opportunities are identified and addressed to improve the level of organisational resilience.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

- Lead the establishment, development, implementation and continual improvement of DOBCEL’s enterprise risk management framework to drive organisational performance. This encompasses management and continual improvement for all aspects of the DOBCEL risk framework, including to:
 - Establish and coordinate the implementation of DOBCEL’s risk management framework and related policies, procedures, internal controls and processes; enterprise risk monitoring and reporting, risk appetite, assurance maps, regulatory register, business continuity, internal audit, risk systems and associated education and training;
 - Identify, develop and lead the implementation of business improvement initiatives, investigations or special risk assurance reviews that enable and support risk management maturity, in light of contemporary risk practices;
 - Provide information, analysis and expert advice to key stakeholders to understand and effectively treat current and emerging risks while improving controls and processes;
- Facilitate, communicate and promote a positive risk culture across the organisation;
- Provide expert risk management advice, analytics and insights to key stakeholder groups including the preparation and delivery of written and verbal reports to key stakeholders;
- Coordinate and manage the administration of an internal audit function to ensure effective positioning, engagement and execution of internal audit activity and associated outcomes;

- Contribute to the development and ongoing implementation of an Enterprise Business Continuity Plan and management approach, including any associated continuity exercise, testing and improvement activities;
- Guide, support and assure risk management as it applies to significant projects;
- Collaboratively lead, manage and support the risk management process to assure DOBCEL's ongoing compliance with the Victorian Regulation and Qualifications Authority minimum standards for school registration for each school and to assure all regulatory requirements are met;
- Achieve organisational goals by effectively managing the team and team members' workplace performance by:
 - Enhancing and encouraging direct reports' potential through development and coaching activities;
 - Taking action to close identified performance gaps in a timely and effective manner;
 - Complying with DOBCEL's performance objectives setting, review and development processes;
 - Motivating direct reports' behaviour by providing clear direction and recognition of achievements as well as personally modelling DOBCEL's vision, mission, and values of Catholic Education.
- Perform other duties as specified by the Executive Director and senior management.

Skills, Capabilities and Key Selection Criteria

To be successful in this role, the employee needs to have the following skills and capabilities:

- Extensive experience as an assurance and risk leader, preferably from an educational or related environment;
- Understanding of the legislative and regulatory environment for schooling in Victoria is desirable;
- Significant experience in partnering multiple stakeholders at Executive, Committee and operational levels including influencing senior stakeholders for engagement and commitment;
- Demonstrated leadership capability with a team orientation, and success in developing high performing teams;
- Deep conceptual, analytical, and problem-solving skills and the ability to develop and implement practical and workable solutions in a large and complex organisation;
- High level communication, leadership, and organisational skills with a demonstrated ability to solve complex problems, think critically and work autonomously;
- Exceptional written and verbal communication with strong experience in insightful report writing for shared understanding.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission;
- Appropriate tertiary qualifications preferably related to risk management;
- Current Victorian or National Police Check;
- Current Working with Children Check;

- Full mandated vaccination status;
- Current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.