



Role Description

POSITION TITLE:	Manager: Risk and Assurance
TEAM LEADER:	Deputy Director: Stewardship
TEAM:	Stewardship
CLASSIFICATION:	Category A DP Level 3
DATE:	February 2025

Organisational Tradition and Context

The Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and supports 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat is our focus on educating the whole person and the pursuit of fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace that is representative of the wider communities in which we operate.

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 Risk and Assurance Manager is a strategic leader responsible for developing, managing, and enhancing the organisation's policy framework, risk management strategies, internal assurance, and compliance operations across DOBCEL and its schools.

This role ensures alignment with regulatory requirements, governance standards, and organisational strategy while fostering a culture of proactive risk management and resilience.

As a trusted advisor, the Manager collaborates with diverse stakeholders to drive effective decision-making, safeguard operational continuity and achieve strategic objectives.

Key Responsibilities

This role description does not intend to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered per changing organisational needs. This role will have responsibility for:-

Policy Development and Management

- Lead the design, implementation, and continuous improvement of organisational policies to ensure legal, regulatory, and operational compliance.
- Collaborate with internal and external stakeholders to integrate policies seamlessly into business practices.
- Monitor regulatory changes and emerging risks to adapt policies proactively.

Risk Management and Assurance

- Develop and implement an enterprise risk management framework aligned with DOBCEL's strategic objectives.
- Manage the Risk Register, ensuring regular updates, progress tracking, and effective communication.
- Oversee the internal audit function, ensuring alignment with the three lines of defence model.
- Facilitate business continuity planning, emergency management, and critical incident response frameworks.
- Provide actionable insights and analytics to leadership, delivering written and verbal reports.

School Compliance

- Ensure schools meet Victorian Registration and Qualifications Authority (VRQA) standards and regulatory requirements.
- Support schools during compliance reviews and provide training on compliance matters.
- Develop a robust compliance monitoring program for continuous oversight.

Stakeholder Engagement and Reporting

- Act as the primary liaison between internal and external stakeholders for policy, risk, and compliance matters.
- Build strong relationships with regulatory authorities to ensure alignment and advocacy.
- Prepare reports for the Board and senior management with actionable recommendations.
- Serve as Executive Officer for the Board Risk and Assurance Consultative Committee.

Continuous Improvement and Leadership

- Stay informed on industry trends and regulatory changes, embedding best practices.
- Promote a culture of compliance and risk awareness through training and communication.
- Manage, coach, and develop direct reports to achieve organisational and individual goals.
- Contribute actively to cross-functional projects and senior leadership discussions.

Skills and Capabilities

To be successful in this role, the employee will demonstrate:

- Proven success as a risk management leader, ideally in the education sector or comparable environment, with expertise in implementing risk management frameworks, including the three lines of defence model.
- Demonstrated ability to inspire, mentor, and lead teams to achieve high performance and foster a culture of collaboration and accountability.
- Exceptional interpersonal, communication, and partnering skills with the ability to engage and influence stakeholders across all levels of the organisation.
- Strong critical thinking, problem-solving, and decision-making capabilities with the ability to address complex challenges and work independently.
- Proven experience in developing insightful reports, presentations, and management reporting systems, with strong attention to detail in document review, proofreading, and analysis to ensure accuracy and a high standard of presentation.
- Demonstrated ability to manage competing priorities within a dynamic and complex environment.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align with the DOBCEL Vision and Mission
- Appropriate tertiary qualifications, preferably related to risk management
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered)
- Must hold or be prepared to undergo Victorian or National Police Check
- Current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves per 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 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 are responsible for undertaking 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.