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| <b>Position Title:</b>       | Risk, Policy and Compliance Coordinator       |
| <b>Reports to:</b>           | CEO/Principal through Human Resources Manager |
| <b>Location:</b>             | 229 Macquarie Grove Road, Camden NSW 2570     |
| <b>Enterprise Agreement:</b> | Award Free                                    |

### **CONTEXT**

Mater Dei is a multi-faceted organisation. We work with babies, children, young people and adults with an intellectual disability, in conjunction with their families and carers to provide innovative and contemporary education and therapy services.

Our organisation is made up of the following Programs (each with its own regulatory authority):

- Mater Dei School, our coeducational setting for Kindergarten to Year 12 students and proud member of the community of 10 schools across Australia comprising Good Samaritan Education.
- Mater Dei Early Childhood Education, which provides individualised early education programs for children from birth to 6 years of age as well as playgroups and a preschool.
- NextPath Continuous Learning, our post-secondary school program which empowers Young adults to set self-determined goals in relation to educational, work and life skills and provides service via NDIS funding.
- NextPath Assessment and Therapy which provides allied health services to all ages and to school students in a range of disciplines including Occupational Therapy, Speech Pathology and Physiotherapy.

Mater Dei is a faith based organisation in the Good Samaritan, Benedictine tradition which values stewardship, mutuality, hospitality, humility, discernment, justice and peace.

Mater Dei also operates a Foundation with fundraising and donor relationship responsibilities and is a registered charity.

The Risk, Policy and Compliance Coordinator is directly responsible to the CEO/Principal through the Human Resources Manager for the performance of their duties.

### **PURPOSE**

The Risk, Policy and Compliance Coordinator is responsible for working with the CEO/Principal and Leadership Team to coordinate and minimise risk and ensure Mater Dei meets its compliance and assurance obligations. This will be achieved through implementing comprehensive processes that identify, manage and report on risk, coordinating policy processes that ensure currency and compliance with relevant regulatory authorities, and ensuring accurate and efficient administrative workflows. This requires a comprehensive understanding of the context of Mater Dei and it's variety of programs, a sound knowledge of the regulatory landscape and a capacity to apply the latter to the former in seamless ways

that ensure the safety and wellbeing of all stakeholders and fidelity to the mission and purpose of Mater Dei.

## **KEY ACCOUNTABILITIES**

### **1. RISK**

- 1.1 Promote a strong risk awareness culture and embed risk management frameworks across the organisation;
- 1.2 Assist the CEO/Principal to identify and manage risk across the Mater Dei organisation;
- 1.3 Assist Program Managers to identify risk in their program area and then support them to implement risk minimisation strategies;
- 1.4 Conduct regular risk assessments and processes that effectively identify, monitor and mitigate risks;
- 1.5 Maintain a risk register and provide regular progress reports to the CEO/Principal and Program Managers; and
- 1.6 Support the work of the Governance, Risk and Compliance Sub-Committee of the Mater Dei Board as directed by the CEO/Principal.
- 1.7 Develop and review business continuity and emergency management plans
- 1.8 Support corrective action processes including the follow up of non-conformances and reporting on outcomes and system effectiveness
- 1.9 Insurance Management /Ensure appropriate insurance is maintained on all Mater Dei programs

### **POLICY and COMPLIANCE**

- 2.1 Develop familiarity with the various policy and compliance management platforms utilised across the organisation and liaise with the service providers as required;
- 2.2 Keep abreast of legislative and regulatory developments applicable to each Program area and provide advice to the CEO/Principal and Program Managers regarding changes to compliance requirements and policy implications;
- 2.3 Ensure policies across the organisation are consistent, current, adaptable to changing needs and easily understood and accessible by staff;
- 2.4 Support Program Managers to maintain policy currency and update policy and compliance platforms as required;
- 2.5 Support Program Managers in effectively communicating policies and procedures to their staff and relevant stakeholders including any changes to policy and procedure;
- 2.6 Develop and manage a planned program of review and maintenance of policies and procedures, including the establishment of new policies where needs arise;

- 2.7 Support staff and Program Managers in their ongoing responsibilities in relation to completing compliance tasks, reviewing and adhering to policies and other scheduled requirements;
- 2.8 Maintain a register of professional development and training of employees, volunteers and contractors and in consultation with Program Managers coordinate staff training in policy and compliance;
- 2.9 Liaise with Registered Training Organisations and other providers of professional development in regards to staff training where appropriate; and
- 2.10 Assist the CEO/Principal and Program Managers in the preparation of materials for inspections, audits and reports for regulatory authorities.

#### **ENGAGEMENT IN MATER DEI LIFE & CULTURE**

- 3.1 Support the mission and purpose of Mater Dei and its Benedictine tradition by participating in organisational, social and religious events expected of all staff;
- 3.2 Contribute to creating a positive team working environment driven by collaboration, innovation and goodwill;
- 3.3 Attend Mater Dei meetings and functions relevant to role;
- 3.4 Undertake regular meetings with their Program Manager to ensure the outcomes of the role are achieved;
- 3.5 Actively engage in professional development relevant to the role to ensure currency in risk management, compliance and policy; and
- 3.6 Other tasks as directed by the CEO/Principal.

#### **4. ROLE DESCRIPTION**

- 4.1 This Role Description will be reviewed annually and adjusted in response to the changing needs of the organisation and regulatory responsibilities.