



LOURDES HILL COLLEGE

A School of Good Samaritan Education

Position Description

Risk and Compliance Manager

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Risk and Compliance Manager leads the College's enterprise risk, compliance, governance and assurance frameworks, providing strategic advice to senior leaders and staff to support effective decision-making and organisational accountability.

The role oversees risk management, regulatory compliance, audit and assurance, workplace health & safety, emergency management and policy governance, while building organisational capability and a strong culture of risk awareness, safety, compliance and continuous improvement.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Enterprise Risk Management

- Lead and continuously improve the College's Enterprise Risk Management (ERM) framework, ensuring alignment with strategic priorities, risk appetite and governance requirements.
- Maintain and oversee enterprise, strategic, operational and project risk registers, ensuring risks are identified, assessed, treated, monitored and reported.
- Provide strategic advice to the Principal, Executive Leadership Team and staff on significant, emerging and interconnected risks.
- Undertake review of specific risk registers for events, excursions, camps, outreach programs etc.
- Facilitate regular risk reviews with leaders and risk owners and monitor the effectiveness of risk controls and treatment plans.
- Monitor emerging risks, regulatory developments and external trends and assess their potential impact on the College.
- Build organisational capability in risk management and support leaders to embed risk management into planning and decision-making.



Governance, Audit & Assurance

- Lead the College's governance, audit (non-financial) and assurance program, ensuring key risks, controls and governance obligations are appropriately monitored.
- Develop and maintain control and assurance frameworks that provide confidence in the effectiveness of key risk controls.
- Coordinate internal and external audits as required, including planning, evidence gathering, management responses and monitoring of agreed actions.
- Monitor audit and assurance findings and ensure corrective actions are appropriately assigned, tracked and completed.
- Prepare risk, compliance, assurance and governance reports for the Principal, Executive Leadership Team, including preparation of papers for the Governance and Risk Committee.
- Provide advice and constructive challenge to strengthen governance, accountability and decision-making.

Compliance & Regulatory Assurance

- Lead the College's compliance framework, ensuring legislative, regulatory, contractual and accreditation obligations are identified and appropriately managed.
- Maintain a central register of key compliance obligations and monitor changes to relevant legislation, standards and regulatory requirements.
- Coordinate accreditation and regulatory assurance activities, including evidence gathering, submissions and follow-up actions.
- Provide advice to leaders on regulatory requirements and support the implementation of appropriate controls and processes.
- Use the approved college software to support the compliance and assurance program
- Provide regular reporting on the College's compliance position and key areas of regulatory risk.

Workplace Health, Safety & Emergency Management

- Lead and continuously improve the College's Workplace Health & Safety (WHS) framework and provide advice on WHS risks, legislative obligations and emerging issues.
- Oversee WHS risk assessment, incident reporting, investigation, monitoring and assurance processes.
- Lead the review and continuous improvement of the College's emergency management framework, plans and preparedness.
- Monitor significant incidents, corrective actions and emerging safety risks and provide appropriate reporting and escalation.
- Build the capability of leaders and staff to understand and fulfil their WHS and emergency management responsibilities.

Policy Governance

- Lead the College's policy governance framework, ensuring policies are appropriately developed, approved, communicated, reviewed and retired.
- Support policy owners to maintain alignment with legislative, regulatory and operational requirements.



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Data Governance & Privacy

- Provide advice on privacy, information handling and data governance requirements and support the management of privacy and information governance risks to manage the College's obligations.
- Support the development of appropriate records management in context of the College's environment and compliance obligations
- Work collaboratively with relevant business areas to strengthen information governance and compliance controls.
- Develop relevant and comprehensive data metrics for reporting to Board and relevant Committees.

Risk & Compliance Culture

- Develop initiatives, guidance and training that build capability in compliance, governance and safety.
- Promote a proactive culture in which risks, compliance obligations and control weaknesses are identified and addressed early.
- Partner with staff to embed risk and compliance into everyday planning, decision-making and operational practices.
- Use data, assurance findings, incidents and emerging trends to identify opportunities for improvement.
- Provide expert advice to support sound evidence-based decision-making across the College.
- Model the College's values and Benedictine principles through ethical, accountable and responsible professional practice.

Other Duties

- Any other duties as required by the Director, Business Operations and Finance or Principal.

Other Information:

This role reports directly to the Director, Business Operations and Finance

Key Relationships

Internal

- Principal, Executive Leadership Team and College Council
- Senior and Middle Leaders
- Finance, Human Resources, Property & Facilities and Information Technology
- Staff across the College
- Governance and Risk Committee

External

- Regulatory, government, accreditation and registration bodies
- External auditors, insurers and risk advisers
- WHS, legal and specialist compliance advisers
- Relevant professional and industry bodies



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Qualifications and Experience

- Relevant tertiary qualification in risk management, governance, compliance, business, law, WHS or a related discipline.
- Demonstrated experience in risk, compliance, governance, assurance or a related role, preferably within a complex or regulated organisation.
- Experience developing and implementing risk, compliance, governance or assurance frameworks and building organisational capability.
- Strong understanding of contemporary risk management, governance, compliance and assurance principles, with the ability to interpret regulatory requirements and translate them into practical processes.

Term of appointment

This role is a contract role (24 months), Level 7 under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.