### ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position</th>
<th>Risk &amp; Compliance Leader</th>
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<tbody>
<tr>
<td>Organisation</td>
<td>Mercy Education Limited is the delegated authority of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG). Mercy Education governs twelve Mercy Colleges within the Education Ministry across Victoria, South Australia and Western Australia. This education ministry is one of the many not-for-profit works of the Sisters of Mercy operating throughout Australia.</td>
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<tr>
<td>Reports To</td>
<td>Executive Team, MEL</td>
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<tr>
<td>Key Relationships</td>
<td>The Risk &amp; Compliance Leader will be required to liaise and confer on a daily basis with the Executive Team, and on regular basis with College Principals and College Business Managers. Liaison with the ISMAPNG Property Team, as representatives of landowners McAuley Property Limited (MPL), will also be required.</td>
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<tr>
<td>Location</td>
<td>720 Heidelberg Road, Alphington, Victoria Occasional overnight travel may be required</td>
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<tr>
<td>Core values of Mercy Education</td>
<td>Justice, Compassion, Hospitality, Service, Respect and Courage</td>
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| Primary focus of the position: | The role will support the work of Mercy Education by providing advice and expertise in Risk & Compliance activities. Focal areas include:  
- Workplace Health & Safety  
- Formal Risk Management  
- Property Risk |
| Contract Details  | Full-time (applications at 0.8 FTE accepted) Ongoing Role |
| Remuneration      | Salary range $86,567 to $99,674  
- 9.5% superannuation  
- Four weeks annual leave |
| About this Role Statement | As Mercy Education Limited evolves to meet the changing needs of Mercy Education, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent’s role as at the date of this statement. |
| Version Information | 1.0 (Current at 22/01/2016) |
1. Core Responsibilities:
The primary responsibilities of the role are:

- **Workplace Health & Safety**
  - Work with school leaders and committees to champion “best practice” OHS
  - Work with schools supporting complex WorkCover cases
  - Co-ordinate our online compliance training program for school staff

- **Corporate Risk Management**
  - Review and manage the corporate insurance portfolio of MEL
  - Maintain the corporate risk register of MEL
  - Manage the annual school compliance register audit

- **Property Risk** - in conjunction with McAuley Property Ltd (MPL)
  - Liaise with local schools to ensure Essential Safety Measures compliance
  - Manage capital works documentation protocols for building works
  - Co-ordinate regular site reviews of schools to ensure active risk management

2. Corporate Responsibilities:
As a small and evolving team it is important that all staff are flexible in relation to their organisational function. This may include changes to aspects of the role over time, including taking on additional responsibilities as advised by the Chief Executive.

3. Key Selection Criteria

- Be able to demonstrate a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Sisters of Mercy.
- Hold relevant professional and/or tertiary qualifications.
- Have a demonstrated track record in corporate risk management.
- Possess strong verbal and written communication skills and be able to operate with confidence and discretion.
- Demonstrate experience with generic (Excel, Access) and specialised (risk) desktop and web-based software tools.
- Be able to offer strategic advice and take a lead role in directing Occupational Health & Safety compliance and risk management across the organisation.

4. Other Relevant Information:

- In accordance with the Fair Work Act 2009, either party can terminate employment within the initial six (6) month probationary period of employment by providing one week’s notice. A performance review will occur within the first three (3) months of employment to enable any performance issues or concerns to be identified and addressed within the initial six month period.
- All employees are required to adhere to Mercy Education Limited policies and procedures as varied from time to time.
- This role will require a Working with Children Check for each state in which Mercy Education operates.
- This role will also require a National Police Records Check.
- Under Victorian Workcover legislation, it is the applicant’s duty to advise Mercy Education of any pre-existing medical conditions, which could be aggravated by the type of pre-existing injury/disease for which they are applying.