



EDMUND RICE EDUCATION
AUSTRALIA

Chief Risk Officer

Applicant
Information
Package



POSITION DESCRIPTION

Chief Risk Officer

Reporting to:	National Director of Governance
Team:	Governance Team
Location:	Richmond, Victoria

1.0 Vision

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation.

2.0 Mission

EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

3.0 Organisational Purpose

EREA exists to support the development of creative and contemporary expressions of the charism of Blessed Edmund Rice in the schools' ministry as a mission of the Catholic Church.

4.0 Position Purpose

This position exists to provide strategic leadership, promoting and supporting the maintenance of a strong culture of risk awareness and compliance management, with a particular focus on risk of non-compliance with minimum standards.

The role contributes to line-of-sight reporting to the Executive Director and the EREA Board through the Child Safeguarding Committee, Risk & Assurance Committee, and through the Chief Risk Officer's role as a member of the National Leadership Team.

The role contributes to the organisation's understanding of the management of risk to enable the achievement of strategic outcomes aligned to the Charter and EREA Strategic Directions.

5.0 Key Relationships and Projects

The position requires positive and harmonious working relationships with:

- EREA National Executive
- EREA Leadership Team
- EREA Board
- Governance Team
- Stewardship Team
- Head of Internal Audit
- Directors of Schools (states/territories)
- Principals

The position requires liaison with a number of external agencies and partners including:

- Insurers
- Jurisdictional Regulators and Catholic Education Commissions



6.0 Key Responsibilities

Risk Framework and Strategies

- Developing an integrated risk framework and formulating strategic action plans to help minimise, manage, and mitigate primary risks (operational & strategic) and then monitor the progress of these efforts;
- Ongoing monitoring of EREA's risk appetite (the amount and type of risk that EREA is willing to pursue or retain to meet its strategic objectives);
- Conducting risk assurance and due diligence on behalf of EREA in relation to growth and mission sustainability;
- Ensuring that risk management priorities are reflected in EREA's and schools' strategic plans;
- Ensuring regulatory frameworks adequately support and are in accordance with jurisdictional standards for all EREA schools and member entities;
- Monitoring Safeguarding compliance frameworks and assessing risk (of non-compliance);
- Formulating and implementing risk assurance strategies that are related to the transmission, storage, and use of information and data systems;
- Evaluating possible operational risks that may arise from human error or system failures, which might disrupt or affect business processes. Develop different strategies to minimise risk exposure and designate appropriate responses for when human errors or system failures occur.

Reporting

- Creating and disseminating risk analysis reports and progress reports to different stakeholders, including Principals, School Advisory Councils, Board members, and the EREA Leadership Team;
- Development of data visualisation systems to identify emerging risks in schools;
- Develop and implement quarterly reporting processes to the Board with the Leadership Team.

Budget

- Developing plans and budgets for risk-related projects and supervising their funding. (ie CompliSpace, external quality control/assurance etc).

Stakeholder Communication

- Communicate to key stakeholders regarding the risk profile of EREA (including Jurisdictional regulators);
- Facilitate the promotion of a strong culture of risk and compliance awareness and management across EREA and provide learning opportunities to support the capability of our senior leaders and staff to manage risks.

National Leadership Team Membership

- Membership of the National Leadership Team, which meets quarterly, comprising the National Executive, the Directors of Schools, and the Chief Risk Officer.

7.0 Additional Duties

Any other duties as they emerge or as requested by the Executive Director, National Director of Governance or Delegate. These additional duties will generally be mutually agreed by all parties.



SELECTION CRITERIA

In the selection of a Chief Risk Officer, Edmund Rice Education Australia is seeking to appoint a leader of the highest calibre who is called to serve and utilise their gifts in bringing to life the mission of our Church through Catholic education in the Edmund Rice tradition.

Essential Criteria

The successful applicant will have:

- a strong understanding of the compliance environments in which EREA operates;
- significant experience and high-level understanding of proactive risk management at an organisational level;
- a strong understanding of school risk and compliance management frameworks, practices, and reporting systems, facilitating strong governance oversight;
- an understanding of how risk management priorities inform and are informed by the organisation's strategic plan;
- demonstrated success in promoting a culture of continuous improvement and experience in implementing change management;
- relevant qualifications and experience in Law, Business/Commerce and/or Risk Management.

Desirable Criteria

The successful applicant will have:

- have high-level interpersonal and communication skills which demonstrate a capacity to work collaboratively and build and sustain positive relationships with staff and a range of key stakeholders;
- the ability to demonstrate an understanding of the Charter for Catholic Schools in the Edmund Rice tradition and how this informs the life and priorities of the organisation.



CONDITIONS OF EMPLOYMENT

Remuneration

An attractive remuneration package in line with the EREA National Framework for Remuneration will be offered which consists of a base salary, annual leave loading, superannuation at 10% and the option of a fully maintained Motor Vehicle to form part of the Total Employment Cost.

For further information on the remuneration package, please contact Bryan Rodgers, National Manager Human Resources, at bryan.rodgers@erea.edu.au.

Tenure

A five-year contract is offered with the opportunity for a second five-year contract subject to successful review.

Technology/Communication Provisions

EREA will provide the Chief Risk Officer with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of EREA and should be adequately maintained by the Chief Risk Officer.

Salary Packaging

The Chief Risk Officer may elect to enter into a salary package arrangement which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

Leave Entitlements

The Chief Risk Officer will have a sick leave entitlement of 10 days per annum and long service leave entitlements are in accordance with EREA policy.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools' portability agreement. Sick leave is only portable between Catholic schools in Victoria, between EREA schools nationally or between EREA schools and EREA.

The Chief Risk Officer is entitled to 20 days Annual Leave subject to the approval of the Executive Director.

Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures adopted by the Employer. Five weeks is available in each five-year Contract period subject to application approval by the Executive Director.

Location

The role will be based full-time at the EREA National Office in Richmond. Flexible work arrangements will be in line with the EREA Flexible Work Arrangements Policy.



APPLICATION PROCESS

Applications should be addressed to Dr Craig Wattam, EREA Executive Director, and emailed to recruitment@erea.edu.au. Please include a:

- Curriculum Vitae
- Cover Letter, outlining your interest in and suitability for the position (maximum one A4 page)
- Written Statement responding to the Selection Criteria of the role (maximum three A4 pages)

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Evidence of a valid Working with Children Check and compliance with the COVID-19 Mandatory Vaccination (Workers) Directions are a condition of employment.

For a confidential conversation about the position, please contact Bryan Rodgers on (03) 9426 3217 or recruitment@erea.edu.au.

All applications will be acknowledged by reply email. Please contact us on the details above if you do not receive an acknowledgement of receipt within 7 days.

APPLICATIONS CLOSE 5.00pm (AEDT) MONDAY 8 NOVEMBER 2021.

Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Edmund Rice Education Australia is an Equal Opportunity Employer.