



POSITION DESCRIPTION

Assurance Officer

| POSITION DETAILS | |
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| Position title: | Assurance Officer |
| Reports to (position title): | National Director Governance |
| Contract tenure: | Fixed-term until December 2022 |
| FTE: | 0.8 – 1.0 |
| Team: | EREA Governance Team |
| Significant working relationships: | <ul style="list-style-type: none">• National Director Governance• Chief Risk Officer• Director Risk & Assurance• Manager Safeguarding & Standards• Risk & Compliance Officers in EREA schools• External provider of Governance, Risk & Compliance platforms: CompliSpace |
| Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i> | Casual Contact |
| Location: | Melbourne, Sydney or Brisbane |
| Approved: | March 2022 |

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.

EREA runs 31 mainstream schools, 22 Flexible Learning centres available for students who benefit from an alternative method of learning, and 2 special schools. We educate over 40,000 students and employ over 5,000 people across our network. We have schools in every Australian state and territory.



4.0 Position Purpose

The Assurance Officer is responsible for supporting the development, implementation, reporting, training and maintenance of EREA's Assurance Program, in order to ensure our schools and member entities comply with their legal, regulatory, quality and ethical requirements as well as industry best practice. Areas monitored through EREA's Assurance Program include but are not limited to Health, Safety & Wellbeing, Child Safeguarding, Non-Government School Registration Standards, Privacy and policy management.

5.0 Key Responsibilities

- 5.1** Maintain the issuing and review of assurance tracking systems such as online compliance checklists and evaluations, including corrective actions;
- 5.2** Document and validate assurance activities with internal systems reporting which are distributed to schools and other key stakeholders in EREA;
- 5.3** Review findings of external/internal audits and develop and implement programs for corrective actions and action plans across the organisation;
- 5.4** Provide training and support to staff on systems, policies, procedures, and core processes;
- 5.5** Identify training needs to support EREA and individual schools' compliance requirements with particular regard to Health, Safety & Wellbeing, Child Safeguarding and Policy Management.