



**St. Joseph's  
College Echuca**  
STRENGTH & KINDLINESS



**Position Description**

## Director of Compliance & Logistics - PoL 4

POSITION DETAILS	
<b>College</b>	<i>St Joseph's College Echuca</i>
<b>Reports to</b>	<i>Principal via Assistant Principal Staffing &amp; Culture</i>
<b>Classification</b>	<i>Teacher</i>
<b>Employment Type</b>	<i>Full time</i>
<b>Time Release</b>	<i>PoL 4 - period release to be determined</i> <i>Time allocation will be commensurate with the role</i>
<b>Remuneration</b>	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (CEMEA)</i> <i>Salary level 1 July 2025 - \$79,589 - \$118,063 + Super</i> <i>PoL 4 1 July 2025 - \$13,018</i>

### POSITION SUMMARY

The Director of Compliance and Logistics is responsible for ensuring the school operates in full alignment with regulatory, legal and policy requirements while overseeing the efficient coordination of logistical operations. This role supports a safe, compliant and well-organised learning environment by managing risk, facilities processes, scheduling and operational systems across two campuses.

### MISSION AND VISION

All staff members of St Joseph's College are expected to:

- uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources
- have a demonstrated understanding of the ethos of a Catholic school and its mission

- demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community

Our College motto ‘Strength and Kindliness’ comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Leadership at St Joseph’s College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will actively and collaboratively promote and enhance the Catholic Mission and Identity of the College and respond to contemporary research and theological thinking through the development and actioning of the school improvement plan. They will facilitate the ongoing development and understanding of the Kildare Ministries core values, Living Justice Living Peace and the implications for our way of being at St Joseph’s College. The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder. These values ensure the College Leadership Team works together in leading this thriving school community.

## LEADERSHIP

At St Joseph’s College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Improvement Team teachers should be at a ‘Lead’ standard.

## COACHING AND PROFESSIONAL LEARNING

St Joseph’s College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

## STATEMENT OF DUTIES

The Director of Compliance and Logistics is expected to undertake the following duties:

### Compliance Management

- Monitor and ensure adherence to relevant education legislation, regulatory frameworks and school policies
- Work in collaboration with the risk administrator to maintain up-to-date compliance registers, including risk, safety and audit documentation
- Lead the team to coordinate internal and external audits, reviews and reporting requirements

- Oversee child safety, privacy and duty-of-care compliance obligations in collaboration with the Assistant Principal - Staffing & Culture
- Develop, implement and review policies and procedures to meet compliance standards

### **Risk and Safety Oversight**

- Lead risk assessment processes across school activities, events and excursions in collaboration with relevant leaders and staff
- Manage incident reporting systems and ensure appropriate follow-up actions
- Coordinate emergency management planning, drills and updates
- Liaise with College Leadership on risk mitigation strategies

### **Logistics and Operations**

- Oversee timetabling support, room allocations and resource scheduling
- Coordinate major school events, campus events, examinations, and excursions from a logistics perspective
- Plan and coordinate alternative bell times as required across both campuses
- Manage transport arrangements and operational planning for off-site activities and cross campus activities
- Oversee the College calendar and meeting schedule in consultation with the College Leadership team and other key leaders
- Provide guidance and professional learning to staff on compliance processes and expectations
- Work in consultation with the Director of Capacity and Coaching to determine the professional learning schedule for all staff as a two year cycle

### **Facilities**

- Work with facilities teams or external providers to ensure buildings and grounds meet safety and compliance standards

### **Systems and Data Management**

- Maintain accurate records across compliance and logistics systems
- Use school management platforms to track documentation, schedules and reporting
- Generate reports for College Leadership on compliance status, risks and operational performance

## **COMMITTEES**

- College Improvement Committee
- Work Health Safety Committee

## **CHILD SAFE RESPONSIBILITIES**

### **CHILD SAFE SCHOOL**

St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe, and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

## TERMS AND CONDITIONS

- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
- Current registration with the Victorian Institute of Teaching
- Strong understanding of compliance, risk management and regulatory frameworks in education (or similar sector)
- Excellent organisational and logistical planning skills
- Strong communication and stakeholder management skills
- Experience coordinating operations, events or facilities is highly desirable
- Previous experience of senior leadership in Catholic education
- Post Graduate studies in Leadership, or a willingness to undertake further study relevant to the primary focus of the role
- Ability to work within a distributive and collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Ability to communicate effectively with the whole school community as well as with the wider community
- Comply with the St Joseph’s College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Capacity to fulfil the requirements of a Fit and Proper Person Declaration

<p><b>Contract &amp; Conditions</b></p>	<ul style="list-style-type: none"> <li>❖ The role tenure is for 3 years. If the contract is not renewed the staff member will return to an ongoing teaching position.</li> <li>❖ The Director of Compliance &amp; Logistics will engage in a formative review.</li> <li>❖ A summative appraisal will take place in the final year of the role with the panel making a recommendation to the Principal in relation to contract renewal.</li> <li>❖ The Director of Compliance &amp; Logistics is expected to:             <ul style="list-style-type: none"> <li>➤ Be available onsite in the week prior to the commencement of the school year and until the gazetted final day.</li> <li>➤ Attend planning meetings during holidays or work short periods on weekends if required.</li> <li>➤ Perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.</li> <li>➤ These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.</li> </ul> </li> </ul>
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