

Role description	Policy and Governance Officer
Organisation	Mercy Education Limited (MEL) is a third sector Catholic organisation responsible for the governance and operation of thirteen Mercy colleges across Victoria, South Australia, and Western Australia. Led by the teachings of Jesus Christ and the vision of Catherine McAuley, foundress of the Sisters of Mercy, we provide services to Catholic schools and have a strong network of affiliated colleges united by the Mercy charism. MEL is an incorporated Ministry of Mercy Ministry Companions Ltd (MMCL).
Reports to	National Lead, Legal Services
Direct reports	0 FTE
Key Relationships	• MEL National Office Staff • MEL Schools staff • MEL Board Directors, through the CEO • MMC – Executive personnel & Trustee Directors, through the CEO • ISMAPNG – including Alphington Staff & Sisters of Mercy, through the CEO • Mercy Affiliate Schools staff.
Office location	Suite 2.02, Level 2, 289 Wellington Parade South, East Melbourne VIC 3002. The role requires flexibility to work at other designated locations as needed. Occasional intra-state, interstate and overnight travel may be required
Values	Justice, Compassion, Hospitality, Service, Respect and Courage
FTE	1.0FTE (Full Time Equivalent)
Tenure	5 years from point of commencement with a 6-month probation period
Remuneration	\$115,000 / annum plus 12% superannuation and four weeks annual leave
Phone allowance	\$20 / month
About this Role Description	As MEL evolves to meet the changing needs of our key stakeholders, so will the responsibilities required of staff. As such, the role description is intended to summarise the role at the date of commencement and will evolve over time.
Version	1.0 (Current as of 5 August 2025)

1. Core Responsibilities

1.1 Policy

- Lead the review, development, implementation and continuous improvement of all MEL policies and procedures
- Ensure all policies reflect current legislative, regulatory and operational requirements, and are reviewed on a regular schedule
- Develop and maintain efficient, organisation-wide policy management system, with clear responsibilities, workflows and version control
- Deliver policy updates and training to staff, and ensure all documents are published via appropriate internal platforms
- Organise professional learning aligned with policy compliance, legal duties and risk management best practice

1.2 Risk

- Provide timely advice and updates to Leadership on changes in law, regulation, and government standards affecting compliance obligations
- Oversee the National Office risk and compliance register, ensuring timely data entry, reporting and analysis to support decision-making
- Manage risk assessments and compliance processes for excursions, camps, interstate and overseas travel, ensuring legal and policy requirements are met
- Provide support on school staff conduct and complaints in accordance with policy, legislation, and organisational expectations

1.3 Compliance

- Coordinate performance and compliance systems related to staff appraisals and regulatory obligations
- Manage systems for incident reporting, reportable conduct and investigations, working with Senior Leaders to ensure appropriate responses and outcomes

1.4 Pastoral

- Advocate and support the Mercy ethos, values and mission of Mercy Education Limited
- Promote and maintain Gospel values and the Catholic tradition

Other duties as reasonably required by the CEO and / or the line manager.

Skills Requirement

- Strong working knowledge of relevant legislation, particularly in areas such as WHS, child safety, privacy, and education compliance
- Ability to interpret complex legislation and translate into practical and actionable policies
- Demonstrated success in managing a large and diverse portfolio of policies in a structured and consistent manner
- Experience in risk management systems, compliance registers, and policy implementation across multiple stakeholders
- Outstanding written and verbal communication skills, with ability to present information clearly to various audiences

- Demonstrated organisational and time management skills, including the ability to manage competing priorities
- Sound working knowledge of the Microsoft Office suite and digital policy systems
- Legal background is desirable

Essential Criteria

- Demonstrated experience in developing, reviewing and implementing policies and compliance systems in a medium to large organisation
- Experience in risk and incident management, including investigations, reporting and follow-up
- Sound knowledge of Workplace Health and Safety obligations and risk frameworks
- Strong understanding of reportable conduct schemes and child safety frameworks (or willingness to gain knowledge quickly)
- Commitment to confidentiality, discretion and professionalism in all matters

Other Relevant Information

- Tertiary qualifications in Public Policy, Law, Risk Management, Education, Governance or a related field
- Working with Children Check (or willingness to obtain one for each relevant state) and a National Police Records Check

Key Selection Criteria

1. **Mission and values:** a commitment to the mission, vision and values of Mercy Education and the ministerial works of the Sisters of Mercy
2. **Teamwork and innovation:** ability to work flexibly, independently and within a team environment, to plan and prioritise workflow to meet deadlines and deliver high quality outcomes, with a capacity for adaptability, innovation and implementation.
3. **Communication and interpersonal skills:** outstanding verbal and written communication skills and interpersonal skills, able to operate with confidence and discretion, actively listener able to provide accurate, clear and timely advice
4. **Leadership:** able to facilitate collaboration, provide high quality actionable feedback, and mentor and support the growth of others
5. **Time management and organisational skills:** highly effective time management and organisational skills with sound experience planning, prioritising and managing a range of competing tasks, with high attention to detail
6. **Qualifications and experience:** Demonstrated completion of tertiary qualifications in Public Policy, Law, Risk Management, Education, Governance and / or a related discipline and experience in developing, reviewing, and implementing organisational policies and procedures, particularly within the education, not-for-profit, or government sectors

Application timeline and process

Submit a cover letter that includes your detailed response to the key selection criteria (max 2 pages) and your detailed Curriculum Vitae/Resume

To: employment@mercy.edu.au

By: 5:00pm Sunday 7 September 2025

For more information about the role please contact Renee Karakinos, (National Lead, Legal Services) on 0450 504 223.