



Risk and Compliance Manager

Classification: Manager

Date Reviewed: July 2023

Department: Support Office

Reporting to: GM Corporate Services and Finance

Approved by: CEO

About South East Leisure

South East Leisure is a leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences.

We, at South East Leisure pride ourselves on being driven by our values:

CARE – We care about our people, our actions, and our outcomes

OPEN – We are honest, transparent, and respectful in our actions

FUN – We work hard, we have fun and celebrate our success

SUSTAINABLE – We provide commercially and environmentally sustainable outcomes

South East Leisure manage and operate the four major leisure facilities in the Greater Dandenong area:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

We are committed to building a team full of positive, hardworking, and adaptable superstars. In return for your passion and commitment, we will:

- Provide you with flexibility in your role – We are passionate about creating a healthy work life balance
- Encourage you to contribute to our social and environmental outcomes – We are passionate about creating a positive social impact and are always exploring ways that we can implement environmentally sustainable improvements.
- We will always value and listen to your ideas into ways we can improve our programs, services and business.

Our Purpose is to improve community health and wellbeing outcomes through accessible, high quality leisure experiences.

Our Vision is to be the destination of choice providing sustainable world class experiences that enhance the overall health and wellbeing of our community

Our Values

Care – We care about our people, our actions and our outcomes.

Open – We are honest, transparent and respectful in our actions.

Fun – We work hard, we have fun and celebrate our success.

Sustainable – We provide commercially and environmentally sustainable outcomes.

About the role

The Risk and Compliance Manager is responsible for developing and improving South East Leisure's Risk Management and OHS functions as well as promoting a positive safety culture. The Risk and Compliance Manager will reach efficient resolutions to identified risks and incident management whilst promoting a safe environment for our team and the community. Working closely with the South East Leisure Executive Leadership Team, the Risk and Compliance will ensure compliance with relevant legislation and safety requirements. As a senior member of Leadership team, The Risk and Compliance must be passionate about developing a safe and healthy environment at all levels and align with the values and vision that drives our staff to provide excellence within the health and wellbeing sector.

Key Responsibilities and Specialist Skills

- Lead and maintain South East Leisure's Risk Management Framework and Integrated Management System.
- Present any recommendations for improving safety and minimising risks across the business.
- Implement and maintain risk and safety documentation and ensure policies, procedures and other risk mitigation documents are up to date.
- Leading one team member, the HSEQ coordinator to develop and implement contemporary and best practice risk and compliance frameworks that enable SEL to meet its obligations and achieve its business goals and strategies.
- Acting as a trusted and professional advisor to the SEL Executive on risk and compliance principles and the implementation of associated programs across the business.
- Leading the development and implementation of organisational strategies, policies, and guidelines to educate and support staff in the application of contemporary quality, risk and compliance obligations and expectations.

- Working collaboratively with and influencing internal and external stakeholders to ensure the alignment and application of frameworks in business activities.
- Ensuring that SEL’s risk and compliance systems are fit for purpose and enable positive business outcomes.
- Leading organisational reporting to Board, Audit & Risk Committee, People and Culture Committee , Senior Leadership and other stakeholders as required.
- Contribute to and/or complete other tasks and projects as directed by the Executive Leadership Team.

Qualifications and Experience

- Relevant tertiary qualification in Business Management, Risk, Governance, Compliance, Law, or other relevant discipline along with substantial proven experience.
- Excellent oral and written communication skills
- Demonstrated experience working with and advising general management and boards preferably in leisure industry
- High levels of organisation, efficiency, and attention to detail
- Ability to work effectively in a team environment to ensure team objectives are achieved
- The ability to work with minimal supervision and display high levels of initiative
- Experience with, or proven ability to learn a new OHS Management System. South East Leisure uses Lucidity Software.
- Computer skills, especially in Microsoft 365, Word, PowerPoint, and Excel,
- Ability to work flexible hours as required
- Valid Working with Children’s Check
- Current (or willing to obtain);
 - First Aid and CPR
- Experience in managing competing priorities and meeting tight deadlines.
- Solid professional boundaries, ethics, integrity, and standards.

Organisational Relationship/Context

Reports to GM Corporate Services and Finance

Major contacts Internal Liaisons

- Executive Leadership Team

- People and Culture, Finance and ICT
- Commercial, Marketing and Communications
- Operational Teams, Leaders at all levels and Frontline staff

External Liaisons

- Greater Dandenong City Council
- Life Saving Victoria
- Aquatics and Recreation Victoria
- Fitness Industry Organisations
- Worksafe Victoria
- Sport and Recreation Victoria
- Industry contractors and suppliers
- Community Organisations and schools

Equal Opportunity

We support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Child Safe Commitment

SEL wants children and young people to be safe, happy, and empowered, we take all reasonable steps to ensure candidates are appropriately screened and to employ skilled staff to work with children and young people and have zero tolerance for child abuse.