

Policy and Procedure Analyst

Position Details

Position title:	Policy and Procedure Analyst
Reports to (position title):	Risk and Compliance Program Manager Manager School Registration Standards and Audits
Direct reports:	No
Organisation:	Saints Education
Contract tenure:	<i>2 years Fixed Term</i>
FTE:	Full time (1.0 FTE) (Fixed-Term)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Melbourne, VIC with travel to other sites (for central roles)
Approved:	July 2025

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan

Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based and neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

About the Role

The Policy and Procedure Analyst is responsible for designing, documenting, reviewing, and maintaining operational procedures that align with the regulatory, legislative, and strategic needs of Saints Education. This role supports compliance with education sector obligations, promotes best practice operations, and ensures procedures are fit for purpose in a trauma-informed, inclusive secondary school environment.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	<ul style="list-style-type: none"> Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	<ul style="list-style-type: none"> This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. <p>Child Safety Obligations All employees must adhere to the following:</p> <ul style="list-style-type: none"> Saints College’s Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools EREA’s Code of Conduct Ensure legal and mandatory reporting obligations are met, consistent with Saints College’s ‘Procedure for Responding to and Reporting Allegations of Child Abuse’ within the schools ‘Child Protection Program’.

Role Activities	<ul style="list-style-type: none"> Analyse existing operational processes and identify opportunities for improvement and compliance alignment. Develop clear, accessible procedures and workflows that support the day-to-day operations of Saints Education and its campuses. Liaise with education, wellbeing, admin, and leadership teams to ensure procedures are practical, relevant, and support trauma-informed education delivery. Maintain a central register of all procedures and policies and manage version control and document governance. Support staff induction and training in understanding and implementing key operational procedures. Assist with audits, risk assessments, and regulatory reporting by providing up-to-date and accurate procedural documentation.
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	<ul style="list-style-type: none"> • Monitor sector and legislative changes and ensure procedures remain compliant and current. • Champion a continuous improvement culture through regular procedure reviews and stakeholder engagement. • Develop process flows, procedures, and work instructions to improve operational efficiency • Collaborate with stakeholders and subject matter experts (SMEs) to gather, validate, and finalise requirements • Identify process scope, roles, and steps, linking relevant documentation, policies, and systems • Write detailed work instructions for team members that align with process maps • Facilitate workshops and collaborate with stakeholders and SMEs to validate process maps and associated work instructions • Utilise tools such as Nintex (preferred but not essential) or other process mapping tools to document workflows
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Key Selection Criteria and Requirements

Qualifications	<ul style="list-style-type: none"> • Degree in Business Administration, Education, Public Policy, or equivalent education and experience • Certificate or Diploma in Compliance, Quality Assurance, or similar (desirable).
Knowledge and Experience	<ul style="list-style-type: none"> • 3+ years' experience in procedure development, policy analysis, or quality assurance. • Experience working in an educational, community services, or not-for-profit environment preferred. • Understanding of regulatory frameworks relevant to Victorian schools, including Child Safe Standards. • Familiarity with trauma-informed practice and inclusive education is an advantage.
Capabilities	<ul style="list-style-type: none"> • Strong analytical and writing skills with the ability to turn complex information into clear and usable procedures. • High-level organisational skills, including document management and version control. • Excellent interpersonal and consultation skills. • Ability to work independently and manage competing priorities. • High attention to detail and commitment to compliance and continuous improvement
Probity checks and Certification	<p><u>For Non-Teaching roles</u></p> <ul style="list-style-type: none"> • Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration. • Hold appropriate Australian Work Rights. • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required.



Physical Requirements

- This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.
- Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.