

St Mary's College Seymour

Position Description



Compliance and Risk Officer

Classification	Education Support Level 3 Category C
Award	Catholic Education Multi Employer Agreement (VCEMEA) 2022
Tenure	Ongoing
Employment	Full-time
Reports to	Director, Business Services and Compliance

Our College

St Mary's is a Foundation to Year 12 Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience and service to others.

Mercy Values and Ethos

Compassion:	Responding to vulnerability with care and concern
Justice:	Seeking fair and equitable outcomes for all
Respect:	Treating all whom we meet with joy and kindness
Hospitality:	Offering welcome and comfort
Service:	Dedicated to proclaiming God's love through word and deed
Courage:	Willing to speak up and speak out in response to injustice

Position Overview

The Compliance and Risk Officer is a member of the Business Services and Compliance team. It is a diverse role contributing to the management of risk and compliance at the College. With a strong focus on both hands-on implementation and coordination activities as well as consulting and partnering with the College Executive and other positions of leadership, the position is responsible for the administration of all policies, procedures, occupational health and safety, emergency management, risk identification and mitigation and compliance requirements ensuring that St Mary's College meets its Compliance and Assurance obligations as determined by internal stakeholders and all relevant external organisations.

These organisations include Melbourne Archdiocese of Catholic Schools (MACS), the Victorian Catholic Education Authority (VCEA), Victorian Registrations and Qualifications Authority (VRQA), Department of Education and Training (DET) and Worksafe.

The College Compliance and Risk Officer is directly responsible to the Principal and the Director, Business Services and Compliance.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

<p>Risk and Compliance Administration</p>	<ul style="list-style-type: none"> • Support the Principal and Deputy Principal Operations with the implementation and review of the College's Risk Management Framework and process. • Maintain and organise the ongoing review of the College's Risk register to ensure the College appropriately identifies, manages and mitigates all recognised risks. • Facilitate the measurement and monitoring of risk and compliance at both whole of College and at local activity level, including partnering with risk owners on a regular basis to review risk in line with Federal and State Government Compliance, relevant Australian Standards and MACS and St Mary's College policy. • Support the Deputy Principal Operations with the review and support staff with the completion of risk assessments for College camps, excursions/activities and overseas travel. Ensure participants are cognisant of the risks and compliance requirements and establish efficient record-keeping practices. • Provide proactive advice and input on risk and compliance issues and establish processes for investigating and analysing data. • Ensure timely preparation and communication of risk and compliance reports as required (e.g.: staff compliance training monitoring). • Coordinate the rollout and completion of compliance training to appropriately identified roles and verify relevant course certificates are maintained. • Liaise with the MACS Risk team regarding risk and compliance policy matters and issues pertinent to the College.
<p>Governance and Compliance Obligations</p>	<ul style="list-style-type: none"> • Support College Leadership in fulfilling system-level governance requirements, as directed by the Principal, the Deputy Principal Operations and the Director, Business Services and Compliance, in the following areas: <ul style="list-style-type: none"> ○ Respond to requests for information from the VCEA and MACS including surveys and submission of data. ○ Action VCEA and MACS communications to ensure that all relevant stakeholders are notified of any updates and that changes to policies are made as required. ○ Monitor and review MACS policies for localisation and adoption by St Mary's College, and ensure that all College Policies and Procedures are compliant with VRQA minimum standards and are reflected in organisational and community practices. ○ Liaise with the Daily Organiser and monitor the School Activities Register for recording all necessary activities with CECV. ○ Assist and facilitate compliance audits as required including VRQA, MACS, Emergency Management and Essential Services. ○ Coordinate the implementation of system-level directed compliance training, systems and processes. • Liaise with the MACS Compliance Team regarding compliance and governance policy matters and issues pertinent to the College.
<p>Occupational Health and Safety (OHS) Administration</p>	<ul style="list-style-type: none"> • Be a Member of the Occupational Health and Safety Committee and prepare reports, agendas and minutes for OHS Committee. • Ensure ongoing compliance with OHS legislation and policy requirements. • Ensure manuals and MSDS documentation are maintained and up to date. • Review and investigate hazard and injury reports and provide safety recommendations to responsible process/function leaders as necessary. • Conduct workplace safety assessments in cooperation with the Director, Business Services and Compliance and the Building Grounds and Maintenance Manager, and Leadership. • Communicate Reportable Incidents to WorkSafe and support the Director, Business

	<p>Services and Compliance in addressing suggested improvements.</p> <ul style="list-style-type: none"> • Coordinate training as appropriate for staff in risk management, safety, system identification, assessment and control of hazards in the workplace. • Provide advice and support to staff in relation to OH&S and Risk Assessment and Management matters. • Provide training to staff as required for Risk Assessments, Manual handling, Plant and Equipment usage, and other systems.
Emergency Management/Critical Incident	<ul style="list-style-type: none"> • Coordinate the College Emergency Management Program and documentation and liaise with external service providers for staff, student and College training exercises. • Be a member of the Emergency Management Planning Committee. • Be a member of the Critical Incident Team, coordinate critical Incident management plan administration in consultation with the Principal and Deputy Principal Operations and prepare minutes and reports stemming from Critical Incident meetings and incident responses. • Liaise with the MACS Emergency Management team regarding Emergency Management and Critical Incident matters and issues pertinent to the College.
Child Safety Administration	<ul style="list-style-type: none"> • Maintain a comprehensive understanding of the College's child safe policy, code of conduct and related policies and procedures and the implementation of these across the College community. • Assist and provide expertise to the College Child Safety Officers in respect to school policy and government regulations.
Property and Contractor Compliance	<ul style="list-style-type: none"> • Support the Director, Business Services Compliance and the Buildings Grounds and Maintenance Manager in ensuring that the College meets compliance obligations for property and contractor related issues, including: <ul style="list-style-type: none"> ◦ Contractor induction, compliance and conduct. ◦ Meeting Essential Services Maintenance (ESM) obligations. ◦ Compliance with relevant building codes and emergency management requirements. • Ensuring the completion of cyclic safety and compliance inspections.
Other Duties	<ul style="list-style-type: none"> • Support the Director, Business Services and Compliance and the Business Assistant (HR), with return-to-work coordinator administration. • Assist the Director, Business Services and Compliance/College Accountant with insurance claim management and administration as required. • Ensure the staff training records are kept up to date and provide annual updates of an individual's professional development record. • Assist in the annual review of the Staff Handbook to ensure Compliance Requirements are appropriately documented. • Other duties as directed by the Principal, Deputy Principal Operations and Director, Business Services and Compliance. • Demonstrate professional and collegiate relationships. • Contribute to a healthy and safe work environment for self, others and comply with safe work policies and procedures. • Be familiar and comply with the College's First Aid and Emergency procedures. • Attend whole College events such as College assemblies, sports events, mass, community, and faith days.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Practice	<ul style="list-style-type: none"> • Attend training and professional learning programs to maintain skillset for this role. • Participate in performance appraisal.
Key Relationships	<ul style="list-style-type: none"> • Principal

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| | <ul style="list-style-type: none"> • Deputy Principal Operations • Director, Business Services and Compliance • Business Assistant (HR) • College Executive and other Positions of Leadership • Business Services and Compliance team members |
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Selection Criteria

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/Experience

- Relevant experience in a similar administration role.
- Qualifications in the areas of compliance/risk/ occupational health and safety – highly desirable.
- Experience working in an educational environment – highly desirable.

Skills and Attributes

- Demonstrated initiative in developing and improving efficient and effective work practices.
- Well-developed interpersonal skills with the ability to develop and maintain strong working relationships with key stakeholders.
- Excellent oral and written communication skills with the ability to communicate clearly and succinctly and remain calm under pressure.
- Excellent time management skills, with the ability to prioritise tasks, meet deadlines, and manage competing timelines.
- Strong analytical and problem-solving skills.
- Enthusiastic and highly motivated with a commitment to continuous improvement.
- Disciplined with absolute attention to detail in all tasks undertaken.
- Excellent working knowledge of the Microsoft Office Suite.
- High level of professional personal presentation.

Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT) or a Victorian Working with Children Card (WWC).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Colleges Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *VCEMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is a responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing <https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Other information

- *This position is located at 90 High Street, Seymour 3660.*
- *Terms and conditions of service are set out in the CEMEA (2022).*
- *The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.*
- *St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.*

Position description created 20 November 2024.