

POSITION DESCRIPTION

Risk & Compliance Officer



Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

The Risk & Compliance Officer reports to the Business Manager and is responsible for supporting OH&S, Risk, Compliance and Records Management across the College. Maintaining effective communication and collaboration with key stakeholders is critical to the success of this role.

Key areas of responsibility include:

- Risk and compliance
- Online risk and compliance systems (eg eSORT, PASSTAB)
- Occupational Health and Safety
- Return to Work

Key Responsibilities

Risk and Compliance

- Support the Business Manager with the implementation of the College's Risk Management Strategy.
- Support Risk Management processes of the College by reviewing and approving risk assessment for all local activities
- Assist the Director of Staff & Operations and the Approvals Committee to review risk assessments for all interstate and international activities including reviewing the College excursion manual for each activity
- Support the Business Manager to monitor the progress of risk mitigations and compliance activities
- Co-ordinate the review of risk with the risk owners on a scheduled basis and in line with Federal and State Government Compliance Code and relevant Australian Standards
- Actively maintain compliance and risk registers for the College ensuring records are accurate and up to date
- Coordinate risk management training throughout the College to build the risk maturity level of the individual, the team and College community
- Prepare reports on risk, compliance and incidents for the Business Manager as required
- Support the Business Manager, HR Manager and Leadership Team regarding the alignment of governance, risk and compliance frameworks within our overall strategic objectives
- Provide input on compliance risk issues
- Assist in the undertaking of investigations following accidents/incidents to determine likely causes and corrective actions
- Provide assistance to the Business Manager in relation to risk requirements and compliance for projects undertaken by the College

Online risk and compliance system

- Manage the College's compliance monitoring system and database ensuring policies and procedures are updated
- Maintain Passtab database and ensure employee/volunteer/contractor information is current and accurate in line with the College's requirements
- Coordinate the development and updating of policies and publish policy updates on the relevant platforms including the College website where appropriate
- Manage and maintain accurate staff learning modules through the online risk and compliance systems (EMS and SALT)
- Identify compliance obligations utilising up-to-date methodologies in collaboration with compliance obligation owners (at all levels) and incorporate compliance obligations into policies and training
- Identify compliance awareness requirements and breach processes including reporting in collaboration with compliance obligation owners

Occupational Health & Safety (OH&S)

- Support the implementation of the College's OHS plan to ensure ongoing compliance with legislation and policy requirements
- 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 with regard to policies and procedures
- Support the creation and maintenance of an accurate record of Risk Assessments relating to calendared school events
- Act and contribute as a member of the OH&S Committee and help to foster and promote a culture of risk awareness and safety
- Assist with Staff OH&S Induction sessions
- Manage the incident reporting and documentation that is required to maintain compliance with WorkSafe, WorkCover and Return to Work, workplace injuries and near misses

Emergency Management

- Support the Business Manager with the management of the College's Emergency Management plan
- Support the Business Manager with the review the College's Emergency Management plan annually to ensure compliance to audit requirements
- Support the Business Manager and Director of Staff & Operations with the coordination and facilitation of termly evacuation drills
- Coordinate training requirements for all Chief Wardens and Wardens in line with training requirements

General

- Liaise with external agencies when required including but not limited to:
 - Loreto Ministries
 - Catholic Education Office Ballarat (CEOB)
 - Catholic Education Commission Victoria (CECV)
 - Worksafe
 - Others as required
- Other duties as directed by the Principal and Business Manager from time to time

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service
- Role model Christian values in all dealings with students, staff and parents
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

- An awareness of, and commitment to the College's aims as a Catholic College
- Knowledge of compliance and Occupational Health and Safety legislation as it applies to the educational setting
- Experience in system development and maintenance
- Previous experience in policy creation
- Knowledge of Risk Management processes
- Capacity to participate in planning relevant to OH&S, Safety Improvement Plans
- Knowledge of Injury Management requirements as they apply to an educational setting
- A demonstrated commitment to attention to detail and accuracy
- Collegial approach to supporting OH&S, fostering understanding and ownership
- Strong communication skills
- Strong organisational skills with the ability to manage priorities and tasks.
- Experience working in a busy, fast-paced environment would be advantageous.
- Proven proficiency in the use of information and communication technologies including MS Office Suite
- The capacity for leading improvement and change generating a sense of common purpose and ownership
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- The ability to laugh at oneself, reflect and commit to continual learning
- The successful applicant must hold or be willing to acquire a Working with Children Check and a National Police Record Check before employment