

Risk & Compliance Officer

loreto.vic.edu.au

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 938 students.

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 (BM). This role will be 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

Position Key Responsibilities

All staff at Loreto College must ensure they are cognizant of Child Safety Policies and Procedures and the requirements of the Staff Code of Conduct.

The role of the Risk & Compliance Officer involves but is not limited to the following key areas of responsibility.

(i) Risk and Compliance

- Support the BM with the implementation of the College's Risk Management Strategy.
- Support Risk Management processes of the College, including onsite and offsite student activities.
- Support the BM 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.

- Facilitate /support the maintenance of compliance and risk registers.
- 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.

(ii) Online risk and compliance system

- Manage the College's compliance monitoring system and database ensuring policies and procedures are updated.
- Coordinate the development and updating of school policies and publish policy updates on the relevant platforms including the School website where appropriate.
- Manage and maintain accurate staff learning modules through the online risk and compliance system.
- 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.

(iii) Occupational Health & Safety (OH & S)

- Support the implementation of the School'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.
- Help to foster and promote a culture of risk awareness and safety.

(iv) Child Safety

- Be familiar with and comply with the College's child-safe policy and code of conduct and other policies and procedures relating to child safety
- Assist in the provision of a child-safe environment for all students



OTHER DUTIES

- Member of Workplace Health & Safety Committee
- Other duties as directed by the Principal and Business Manager from time to time.
- 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

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
- A demonstrated commitment to the safety, wellbeing and inclusion of all children
- A current Working With Children Check and National Police Check or ability to obtain these upon appointment

Award & Conditions

Title	Risk & Compliance Officer
Classification	Education Support Employee Level 3 , VCEMEA 2018 Category C
Time fraction	Part time 0.6 FTE
Value range	\$72,726 -\$82,404 pro rata
Employment status	Permanent
Date	October 2021

Other information

- The position is located at 1600 Sturt Street, Ballarat 3350.