



Risk and Compliance Officer

ROLE TITLE	Risk and Compliance Officer
CLASSIFICATION	Education Support Employee
WORKING RELATIONSHIPS	The Risk and Compliance Officer directly reports to the Principal through the Director of Business Operations and Infrastructure and provides support to the Leadership Team
EMPLOYMENT TERMS	Full-time position Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Remuneration is dependent on skills and experience
DATE ESTABLISHED	November 2023

CONTEXT

Our Lady of Sion College has a long and proud history of educating young women in the Box Hill and surrounding areas. The College was established in 1928 by the Sisters of Our Lady of Sion and faithful to their vision and mission, the Biblical values of compassion, justice, reconciliation, peace and love are guiding principles that underpin all that we do. As a school of approximately 950 students and 140 members of staff, we aspire to be a community where each student is named and known, valued and nurtured, encouraged and supported through the personal relationships we foster.

The Our Lady of Sion College Mission statement calls us to always *'speak the truth in love'* and compels us to act in the pursuit of *'justice and truth'*. Consistent with our mission as a Catholic school, the Our Lady of Sion College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and wellbeing of our students. All staff must comply with the Our Lady of Sion Child Safe Code of Conduct and Child Safe policies. Our recruitment processes are strictly adhered to during the application and interview process. Applicants should be aware that the College undertakes relevant checks as part of our employment practices. Applicants will also be required to submit copies of Working with Children and Police Checks and tertiary qualifications.

ROLE DESCRIPTION

At Our Lady of Sion College, the Risk and Compliance Officer plays a central role in developing, implementing, managing and reporting on robust and effective compliance, quality and risk management frameworks and practices within the College. The role is directly responsible to the Principal through the Director of Business Operations and Infrastructure for overseeing and managing the College's risk management environment, and for providing proactive leadership across the College for embedding and managing appropriate systems and processes that allow a strong risk management and compliance culture to flourish.

To this end, the Risk and Compliance Officer works to ensure that Our Lady of Sion College implements rigorous and efficient processes that support the achievement of the College Mission, Vision and Strategic Direction, and that meet legislative and regulatory requirements.

The Risk and Compliance Officer will:

- Chair the OH&S Committee and Risk Management meetings, and attend Leadership Team and College Board meetings as required
- Liaise with Health and Safety Representatives to ensure College remains compliant with OH&S standards
- Report to the Principal and the Director of Business Operations and Infrastructure on all safety matters to ensure the safety of staff, students and visitors
- Implement an ongoing and effective OH&S program under the direction of the Director of Business Operations and Infrastructure
- Be responsible for maintenance of the College's Policy Handbook and compliance framework
- Ensure that staff are kept informed of relevant policies and procedures

KEY RESPONSIBILITIES

The Risk and Compliance Officer will work to:

Risk Management

- Create and maintain a Compliance register that provides evidence of compliance activities
- Lead the regular review and maintenance of the College Risk register
- Assess, monitor and report on the effectiveness of risk controls and provide the Principal and Director of Business Operations and Infrastructure with regular risk reports
- Provide the Principal and Leadership Team advice where relevant for changes to current policies.
- Conduct appropriate audits to ensure internal College policies and procedures are aligned with compliance and relevant legislative requirements
- Assist staff in the development of risk assessments for all camps, interstate trips, overseas tours and partnership programs, excursions and incursions
- Review all assessments prior to endorsement of camps, interstate trips, overseas tours and partnership programs, excursions and incursions
- Manage SAM4Schools to ensure that all contractors, providers and guest presenters are registered and compliant
- Provide advice to the Principal and the Leadership Team regarding the College's Business Continuity Plan
- Support the Director of Business Operations & Infrastructure with annual College insurance Premiums
- Administer Insurance claims

Compliance Management

- Be responsible for ensuring that the College remains compliant with legislative and regulatory requirements including but not limited to the Victorian Registration and Qualifications Authority (VRQA), the Catholic Education Commission of Victoria (CECV), Melbourne Archdiocese Catholic schools (MACS), Worksafe and commonwealth and state government requirements
- Support the Principal and Leadership Team to ensure the College meets accountability and reporting requirements to governance and regulatory bodies
- Maintain current legal and/or regulatory knowledge of compliance changes that may impact the College and make recommendations to the Principal where existing policies and procedures that are relevant to the College's operation may require review or development
- Support the Property Manager to ensure the statutory compliance of facilities, plant, equipment, tools and operating credentials of staff is maintained and current
- Provide timely and supportive compliance advice to the general staff

- Be responsible for all compliance training to be completed by current staff and new staff, including but not limited to Mandatory Reporting, Infectious Disease training, Anaphylaxis, First Aid, Disability Standards for Education, OH&S, Privacy
- Assist in the preparation of compliance data for the relevant educational and government authorities
- Work with the Leadership Team to monitor, report and follow up compliance breaches eg. privacy
- Support the Director of Business Operations & Infrastructure in maintaining a safe and healthy workplace for employees and students
- Support the Director of Business Operations & Infrastructure to implement procedures that safeguard the personal and sensitive data of staff, students and families
- Review the College's record management procedures to ensure compliance
- Investigate and provide direction in all risk, compliance and health and safety related matters and ensure that the College is compliant in all areas

OH&S Management

- Prepare regular reports for the Principal and Leadership Team on the state of OH&S including advice that will strategically and operationally support best practice and ensure the College remains a safe workplace
- Provide support to all staff and ensure they are fully informed of OH&S matters and assist staff to identify any safety issues
- Support the Property Manager to co-ordinate and implement regular safety inspections of all areas of the College as required
- Advise the Director of Business Operations and Infrastructure of any OH&S incidents that require notification to Worksafe
- Manage the Incident Reporting System to ensure that appropriate records relating to OH&S are maintained
- Ensure that appropriate reference is made in policies and position descriptions impacted by OH&S matters
- Work with the College's Emergency Management Company to ensure Emergency Evacuation procedures are compliant
- Assist the Director of Business Operations and Infrastructure to review, develop and implement the Emergency Evacuation Plan (EMP) and Critical Incidents Plan (CIP)
- Assist the Director of Business Operations and Infrastructure and Director of College Organisation in the response and management of emergencies and critical incidents including practice activities
- Work with the Director of Business Operations and Infrastructure, Property Manager and Director of College Organisation in relation to site safety procedures and measures, in particular during construction and refurbishment stages of the College Masterplan
- Regularly report to staff on OH&S and compliance information
- Co-ordinate internal safety audits (walk arounds the College) and together with the Director of Business Operations and Infrastructure, assist with external safety audits (eg Worksafe inspections)
- Be responsible for arranging ongoing training for staff on issues such as manual handling, prevention of slips, trips and falls, ladder safety and ergonomics
- Liaise with various Officers such as the Property Manager, Science, Technology, Arts, Health & Physical Education Learning Area Officers, and the ICT Manager to ensure all College equipment and materials are well maintained and safe for use
- Work with the Science and Arts Learning Area Officers, the Property Manager and contracted College cleaners to ensure chemicals are stored and disposed of safely and appropriately
- Work with the Property Manager and Science, Art and Technologies Learning Area Leaders ~~Officer~~ to ensure that the Chemical Register is updated, current Safety Data Sheets are held for all chemicals onsite and that they are readily available

- Work with the Director of Business Operations and Infrastructure to ensure that the College OH&S systems are compliant and regularly reviewed
- Support the Property Manager to maintain records of site induction of contractors and consultants
- Oversee the investigation of complex incidents, accidents and claims
- Implement the recommendation of corrective measures

Policy Management

- Work with the Principal and Leadership Team to manage the design and implementation of policies with particular oversight of the Child Safety and OH&S Policies and compliance requirements of the College
- Ensure the Policy Team and other relevant groups within the College review all policies and procedures so the College remains compliant and up to date
- Provide advice about perceived gaps and/or the need to rewrite or adopt new policies for consideration as required
- Ensure all policies, practices and procedures are clearly documented, readily available and promulgated with all staff

Other responsibilities and duties as appropriate and as requested by the Principal and/or the Director of Business Operations and Infrastructure.

Position Requirements

1. Formal qualifications in Occupational Health & Safety/Compliance
2. At least three years relevant experience in Occupational Health & Safety/Compliance in a similar role, ideally within an educational setting
3. Valid Working With Children Check and a current National Police Record Check (conditional prior to employment)

Key Selection Criteria

1. Commitment to the philosophy and ethos of a Catholic school and a willingness to embrace the charism of the Sisters of Our Lady of Sion
2. Demonstrated knowledge and expertise in relevant legislation and regulatory risk and compliance practices as they apply to an educational setting
3. Demonstrated ability to actively lead and manage a culture of risk awareness, compliance and health and safety
4. Demonstrated understanding of and commitment to Ministerial Order 1359 Child Safety
5. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively and consultatively with all members of the College community
6. Demonstrated ability to use discretion and maintain confidentiality
7. Exemplary organisational and administrative skills
8. Excellent capabilities in the use of Information & Communication Technologies skills
9. A proven ability to work independently and lead collaboratively with a demonstrated desire for continuous improvement and innovation

The Risk and Compliance Officer is invited to provide advice and expertise so that the role is enhanced within the College.