



## ROLE DESCRIPTION

<b>ROLE TITLE</b>	Risk and Compliance Officer
<b>DEPARTMENT</b>	Administration
<b>FTE</b>	1.00 FTE, 48 weeks
<b>INDUSTRIAL AGREEMENT</b>	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
<b>ACCOUNTABLE TO</b>	Vice Principal
<b>DIRECTION FROM</b>	Senior Human Resources Advisor

## MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

## ROLE OVERVIEW

The Risk and Compliance Officer will oversee and maintain the College's risk and compliance systems and ensure its framework complies with current legal and regulatory obligations.

The Risk and Compliance Officer reports to the College Executive and ensures a whole school approach to risk management and compliance, including implementing and maintaining College policies and procedures, advising on legislative and regulatory changes, and performing regular and systematic audits. The Risk and Compliance Officer is responsible for administering and maintaining the College's risk and compliance system, Complispace and Staff Learning System (SLS).

## ROLE RESPONSIBILITIES

### Risk & Compliance:

- Working with departments and teams across the College to promote and foster a strong culture of risk and compliance awareness and management practices.
- Review, implement and maintain policies and procedures that are required to effectively manage risk and compliance within the College
- Review the College's compliance obligations, particularly in the areas of Complaints Handling, Work Health and Safety, and Child Safeguarding and proactively implement changes to reflect evolving legislation, policy or industry standards.
- Establish processes for investigating and analysing data with respect to reportable incidents.
- Oversee the initial investigation and evaluation of incidents and recommend corrective measures.
- Establish processes for capturing and managing student, parent and community complaints.
- Ensure timely compliance and reporting to relevant stakeholders.

**Challenge — Collaborate — Create — Celebrate**

- Facilitate/support the maintenance of risk and compliance registers.
- Conduct risk assessments for school events, activities, excursions and tours in accordance with relevant legislative and compliance requirements.
- Assess and recommend risk and compliance training needs across the College.
- Actively participate and support the Child Safeguarding Committee.

#### **System Administration:**

- Manage the College's risk and compliance system, Complispace, including but not limited to:
  - Ensure policies and procedures are updated in respect to the school's standards and regulations
  - Ensure Marist Schools Australia (MSA) Ltd policies are used as a guide to develop policies at the College level.
  - Liaise with Complispace system consultants in relation to implementation of new policies/modules.
  - Publish policy updates on the Complispace website and College website where appropriate, including advising staff of updates.
  - Advise the College Executive of changes to regulations or legislation which effect compliance or College policies, eg. School Registration Standards, Childsafe framework, Work Health and Safety regulations, etc.
  - Assist staff with navigating and using Complispace and provide ongoing education and training to staff in the use of Complispace
- Review data from Consent2Go to assist in conducting risk assessments for school events.
- Manage and maintain the College's Staff Learning System (SLS). The SLS platform holds compliance training and training records for staff.

#### **Work Health and Safety:**

- Ensure ongoing compliance with Work Health and Safety legislation and policy requirements to ensure the College fulfills its obligations to staff, students, contractors, volunteers and visitors.
- Maintain and further develop reporting systems and responsibilities, including incident reporting and collation and analysis of incidents, near miss registers etc.
- Monitor reportable incidents including but not limited to complaints, compliance breaches, safety incidents and near misses.
- Coordinate and conduct Work Health and Safety audits and inspections where required and ensure compliance as well as identifying and implementing opportunities for improvement.
- Actively participate and support the Work Health and Safety Committee.
- Manage and coordinate the lockdown and evacuation procedure processes, in collaboration with the Facilities manager and the WHS Committee.
- Facilitation of risk and hazard reviews.
- Track and report corrective actions arising from hazard reviews.

#### **Audits and Inspections:**

- Coordinate internal and external audits and inspections.
- Manage, coordinate and report non-conformances and associated corrective actions.

#### **Other:**

- Ensure appropriate collection, storage and regular monitoring of risk and compliance records that are consistent with legislative requirements.
- Ensure staff members complete the required training modules to undertake to work in the College.
- Any other duties as required.
- Manage workers compensation claims.
- Liaise with Payroll and HR on Workers Compensation Claim entitlements.
- Coordinate RTW for workers where required.

## EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Actively supporting the Marist Association of Saint Marcellin Champagnat.
- Actively promoting the College's Evangelisation Plan.
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia (MSA) Ltd Policy Statements
  - Newman College Policy Statements, Procedures
  - Newman College Code of Conduct for Staff
- Adhering to workplace health and safety procedures and actively contribute to maintaining a safe, healthy and tidy environment.
- Maintaining open communication and work collaboratively with others within the College to foster team work and morale.
- Maintaining a commitment to continuously improve services and pursue excellence.
- Seeking opportunities for professional development.

## ROLE CRITERIA

### Essential Criteria:

- A high standard of verbal and written communication skills.
- Highly developed time management and organisational skills.
- Proficient knowledge in the Microsoft Office suite.
- Working with Children Screen Check.
- Nationally Coordinated Criminal History Check (NCCHC) Department of Education.

### Desirable Criteria:

- Experience in the coordination of risk and compliance, preferably in a school/College setting or similar.
- Sound knowledge of Work Health and Safety legislation as it applies to a school/College setting or similar.
- Demonstrated knowledge of relevant legislation, regulations and guidelines.
- Experience in managing a Risk Management, Compliance and/or Incident reporting system.