Caroline Chisholm Catholic College Position Description – Risk & Compliance Officer (Part – Time)

**CLASSIFICATION: Education Support Officer**

**REPORTS TO: Principal via People & Compliance Leader**

The Risk and Compliance Officer is responsible for ensuring the College’s risk and compliance framework comply with current legal and regulatory obligations. This role oversees and maintains the College’s risk management systems, practices and procedures and manages the administration functions of the Complispace and Assurance programs.

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| **Duties** |
| **Risk and Compliance** * Maintain and update CompliSpace Management (Governance Management System)
* Providing advice to the College Leadership Team in the implementation and management of the College’s Risk Management Strategy and Risk Management Framework.
* Ensuring MACS and College policies and registers are maintained and updated as required
* Conducting risk assessments for College approved events, excursions, tours and activities in accordance with relevant legislative and compliance requirements
* Provide Risk advice to the Leadership team and exercise efficient risk controls
* Update and Maintain Fit and Proper Statutory Declaration for each responsible person
* Ensure compliance with staff Working with Children Checks, National Police Checks, VIT Registration
* Issue and follow up on Childsafe training and checks
* Work with Principal to review the College’s current Child Safety practices against legislative requirements and development of recommendations.
* Ensure compliance with child safety standards and assist in guiding a child safe organisation Review current policies and recommend updates as required.
* Ensure effective and efficient compliance with VRQA requirements
* Ensure Essential Services collation and facility management standards
* Facilitating promotion of a strong culture of risk management and compliance awareness
* The Risk & Compliance Officer is also a member of the OHS Committee

**Health and Safety*** Monitor and maintain emergency management documents, training, drills and procedures for all the College sites including Meredith - Garema
* Conduct Safety inspections as required
* Coordinating and delivering workplace health and safety training
* Supporting the investigation, and ensuring appropriate recording and reporting, of all incidents, injuries and work-related illnesses
* Liaise with OH&S Representatives to identify injury risks arising from work cover claims
* Submit and monitor Work cover claims
* Prepare return to work plans (in accordance with Work cover and School based policy)
* Liaise with external agencies regarding Work cover and return to work as required
* Assume the role of the Return-to-Work Officer
* Advise the Principal on OH&S needs within the College
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| **Key Performance Indicators** |
| * Ensure all MACS and VRQA compliance standards are met
* Ensure College’s risk and compliance framework comply with current legal and regulatory obligations
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| Selection Criteria |
| * A commitment to Catholic Education
* Tertiary qualifications and/or experience in Risk Management or Business Administration
* Experience in the use of computerised database systems
* Knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.This position will undergo a performance review during the tenure period. |
| Caroline Chisholm Catholic College is a Child Safe School |