



Saint Ignatius College Geelong

Position Description

Risk and Compliance Manager

Date: July 2021

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- **College's Catholic Ethos**
- **College's Ignatian Ethos**
- **College's Child Safe Policies and Procedures**
- **CECV Statement of Principles Regarding Catholic Education**

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal Staff, Identity and Operations. As the Risk and Compliance Manager you will report to the Business Manager.

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child-safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students • The primary responsibilities of the Risk and Compliance Manager is to provide expert Risk Management, Legislative Compliance and OH&S advice and maintain a safe workplace in line with current legislative requirements • This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos
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The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to the Business Manager • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake a regular professional review • Support a performance and development culture • Adhere to all College policies • Undertake other duties as required by the Principal
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Position Description -	
Specific Responsibilities	<ul style="list-style-type: none"> • Member of OH&S committee • Member of the College Administration Team • Responsible for the Complispace Policies management system • Emergency Management • Management of VRQA compliance • Compliance Management • Policy Management • Risk Management • OH&S <p>Work collaboratively with the College Executive team to assess the impact of any legislative changes to the College's operations and strategic objectives</p> <p>Prepare regular reports for the Principal and Executive Team on OH&S and compliance and risk management</p> <p>Establish and implement the procedures for the prompt reporting and investigations of all injuries, accidents and near misses</p> <p>Coordinate internal safety audits (eg. room inspections) under the direction from the Business Manager, assists with external safety audits (WorkSafe Inspectors), notify WorkSafe of reportable incidents</p>

Key responsibilities

Child Safeguarding

Work with the Deputy Principal (Students) to review the College's current Child Safety practices against legislative requirements and development of recommendations
Ensure compliance with ensuring child safety standards and assist in guiding a child safe organisation
Review current policies and recommend updates as required

Compliance and Policy (CompliSpace)

- Take responsibility for the central administration and management of the College's Complispace software. Ensure that Complispace is effectively and efficiently implemented and used
- Ensure policy and procedures are updated
- Publish updates on school website where appropriate
- Use functions of Complispace to deliver fit for purpose reports
- Advise Executive of changes in regulations or legislation which effect compliance or College policies
- Manage and maintain accurate staff learning modules through CompliLearn
- Pursue a continuous improvement framework to enhance policies and risk management practices in the College and coordinate the ongoing development of risk and compliance policies and procedures
- Identify compliance awareness requirements and breach processes including reporting in collaboration with the compliance obligations, in conjunction with the College Executive Team, and through the utilisation of the Complispace software
- Manage the development, implementation, documentation and dissemination of relevant policies, procedures, processes, controls and guidelines to promote compliance and reduce risk across the College
- Work with Deputy Principals to review and personalise policies and procedures using Complispace and MACS
- Release policies once ratified
- Work with Business Manager and Deputy Principals to gradually introduce the various modules of Complispace
- In conjunction with the Deputy Principals, provide staff with training associated with compliance as required
- Initiate, track and follow up completion by staff of compliance training, eg. Mandatory Reporting, Child Safety, Bullying and Harassment, OH&S, First Aid, Infection Prevention and Control training, etc.
- In conjunction with the Deputy Principals, record and provide induction materials to new staff
- Conduct appropriate audits to ensure compliance with College policies and procedures and the relevant legislative framework
- Maintains documentary evidence of compliance
- Provide regular reports to Business Manager and notify of incidents or concerns

Emergency Management

Ensure updated version of the notifications/maps and training of the Emergency Management Plan/Procedures for regular Emergency evacuations and the follow up review of the process

Governance Compliance

Ensure that all policies and procedures meet the VRQA minimum standards including:

- School Governance
- Enrolment
- Curriculum and Student Learning
- Student Engagement and Wellbeing
- Student Pathways
- Staff Employment and Human Resources Management
- School Infrastructure
- Financial Management
- ICT Management
- Risk Management
- Commonwealth Requirements

MACS and CECV Compliance obligations

Monitor MACs communications to ensure that all relevant stakeholders are notified of any updates and change in policies are made as required

Position Description -

OH&S

- Attend OH&S committee meetings
- Ensure staff receive appropriate OH&S induction
- In conjunction with the OH&S committee, regularly review and update the Risk Register to ensure the College appropriately manages all recognised and reported risks
- Support the risk management process of the College both on and off campus
- Monitor change in activities to ensure risk and change are considered
- Risk compliance issues, e.g. training staff re such things as manual handling, prevention of slips, trips and falls, ladder safety and ergonomics
- Liaise with various departments such as Maintenance, Science, Technology, Art, Food Tech etc. to ensure all College equipment is well maintained (regular maintenance documented) and safe to use
- Establish procedures on improvements on hazard identification, risk assessment and control procedures
- With the Property Manager, ensure all external contractors receive induction appropriate to the circumstance under which they are engaged
- Ensure all volunteers are appropriate inducted when working onsite

Risk and Incident Management

- Work with Property Manager to ensure implementation of regular safety checks
- Maintains College Risk register and provide input on risk issues as well as provide advice to stakeholders concerning overall risk areas
- Deliver Risk Management training
- Ensure Safe Work Method Statements (SWMS) are prepared, reviewed and used by staff and contractors as part of creating a culture of workplace safety
- Establish procedures on hazard identification, risk assessment and control procedures
- Provide ongoing training for staff
- Perform regular safety checks of buildings and grounds
- With the Property Manager, ensure that the cyclical "Maintenance Schedule" is being adhered to, including the documentation of Essential Services safety inspections and other items on a regular basis in line with government protocols eg. electrical testing and tagging (six monthly checks), lighting and air conditioners, safety walk through, annual safety checks of roof anchor points, fume cupboards, cutoff switches, and that Safety data sheets are regularly revised and up to date in all areas.
- Assist and monitor the completion of risk assessment of school activities both internal and external of the school, which will also include interstate and overseas excursions, along with other school activities, e.g. Sport, curriculum related, music, P & F functions, information evenings, tours of the school, building and construction, dealing with difficult people, VET and VCAL activities.

WorkCover and Return to Work Co-ordinator

Coordinate the return to work and injury management compliance along with reporting notifiable incidents

Child Safety and Pastoral Care

- 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
- Assist in the provision of a Child Safe environment for students
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Be an active participant in the College's pastoral care system
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment

Professional Development

- Commit to ongoing professional development in relation to your role
- Be open to researching areas of interest relevant to directions provided in the College's School Improvement Plan
- Continue development of ICT skills as technologies evolve
- Be an active member of a relevant professional association as duties permit
- Support collegial learning
- Participate annually in Ignatian professional development
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role

Position Description -	
General Administrative and College Community Duties	<ul style="list-style-type: none"> Attend all relevant meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend Attend whole-school events as required Attend staff liturgical events and staff faith days Use Information and Communications Technologies to enhance administration Follow the College's financial requirements in relation to ordering and deliveries
Co-Curricular Involvement	<ul style="list-style-type: none"> Support and be involved in the co-curricular program Proactively encourage students to participate in co-curricular activities Act as a role model for participating students Keep accurate records of student attendance and participation within the co-curricular activity Create and maintain a safe environment in which students may enjoy their participation Oversee the provision and care of relevant equipment materials and first aid requirements Where appropriate, nominate participating students for awards or school colours Consider participation in social justice activities/retreats/spiritual programs
Knowledge and Experience	<ul style="list-style-type: none"> Relevant Qualifications or experience in a similar role Ability to exercise initiative, judgement and discretion Positive and professional disposition, inclusive of high levels of confidentiality and personal integrity

This ongoing position is a newly established role within the College and as such, this Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

Salary is according to Victorian Catholic Education Multi Enterprise Agreement 2018 as changed from time to time.

Position will be paid as an Educational Support Officer. Exact salary will be negotiated with successful applicant according to qualifications and experience.

It is expected that this position will be full time, category "A" – commencement date to be negotiated with successful applicant.

Hours: 8.15 to 4.30pm. (40 minute lunch break) 7.6 hours per day, 38-hour week.

Other requirements

Employees must have and maintain:

- Valid Working with Children Check
- Valid National Police Record Check, every 5 years
- Mandatory reporting -compliant certificate
- Level 2 First Aid