



Saint Ignatius College Geelong

Role Statement

ESO - Risk and Compliance Manager

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

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

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

Saint Ignatius Learning and Teaching Policy states;

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of Role

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. This person will ensure that all professional contact with the college community is positive, welcoming and promotes the College Ignatian Ethos

Primary Purpose

The primary responsibilities of the Risk and Compliance Manager is to provide high level Risk Management, Legislative Compliance and OHS advice and maintain a safe workplace in line with current legislative requirements

Primary responsibility and direct accountability is to the Business Manager

Major Duties and Responsibilities

- Member of OHS committee
- Member of the College Administration Team
- Responsible for the Complispace system
- Emergency Management
- Member of the Emergency Planning Committee
- Member of the Emergency Management Team
- Management of VRQA compliance
- Compliance Management
- Policy Management
- Risk Management
- OHS

Work collaboratively with the College Executive team to assess the impact of any legislative changes to the College's operations and strategic objectives.

Prepare a regular report, at the end of each Term for the Principal and Executive Team on OHS and compliance and risk management.

Establish and implement the procedures for the prompt reporting and investigations of all injuries, accidents and near misses.

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.



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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 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
- Investigate and provide direction in all compliance related matters and ensure that the College is compliant in all areas
- Advise Executive of changes in regulations or legislation which effect compliance or College policies
- Use functions of Complispace's Assurance platform to deliver fit for purpose reports
- 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 requirements and reporting of compliance and breaches and trends in conjunction with the College Executive Team
- 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
- Ensure policy and procedures are updated and reviewed systematically
- Release policies once ratified
- Publish updates on school website where appropriate
- In conjunction with the Deputy Principals, provide staff with training associated with compliance as required
- Record and ensure that compliance training has been completed (e.g. mandatory reporting, child protection, asthma and anaphylaxis, OHS, bullying and harassment and First Aid)
- Manage and maintain accurate staff learning modules through CompliLearn
- Conduct appropriate audits to ensure compliance with College policies and procedures and the relevant legislative framework
- Maintains documentary evidence of compliance
- Ensure the College is up to date with VRQA requirements
- Provide regular reports to Business Manager and notify of incidents or concerns
- Identify privacy data breaches
- Ensure compliance capabilities and performance are factored into contracts with external suppliers

Emergency Management

- Maintain an 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
- In consultation with the Business Manager and Emergency Planning Committee, ensure that the Emergency Management Plan is reviewed, updated and promulgated annually.

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



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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.

OHS

- Attend OHS committee meetings
- Ensure staff receive appropriate OHS induction
- In conjunction with the OHS committee, regularly review and update the Risk Register to ensure the College appropriately manages all recognised and reported risks
- Identify and facilitate OHS training and instruction requirements, 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
- Monitor and review overall effectiveness of the College's OHS program
- Liaise with WorkSafe as required in relation to incident reporting, site visits etc.
- Participate as required in the resolution of OHS issues
- Liaise with the HSR/s about OHS matters

Induction and Working with Children

- With the Director of Community Engagement, ensure all volunteers are appropriately inducted and keep record of their working with children registration.
- With the Site & Infrastructure and Facilities Manager, establish, develop and maintain records of site induction of contractors, consultants along with their working with children record

Risk and Incident Management

- Work with Site & Infrastructure and Property Manager to ensure implementation of regular safety checks and reviews of buildings and grounds
- Maintain a College Risk register and provide input on risk issues as well as provide advice to stakeholders concerning overall risk areas
- Deliver Risk Management and Risk Assessment training
- Ensure Safe Work Method Statements (SWMS) are in place, reviewed and used by staff and contractors as part of creating a culture of workplace safety
- Oversee the effective online capture of reportable incidents (including, but not limited to complaints, compliance breaches, workplace injuries and near misses, fraud and corruption incidents, environmental incidents etc)
- With the Site & Infrastructure and 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, cut-off 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, VET and VCEVM activities, building and construction and dealing with difficult people
- Monitor change in activities to ensure risk and change are considered for camps, incursions, excursions etc.
- Liaise with the off-campus activities coordinator to ensure all such activities comply with safety requirements

WorkCover and Return to Work

- Assist with the development of Return to Work Plans for injured staff where appropriate
- Work with Payroll Officer and Accounts Payable re incident, reporting, compliance, leave, salary reimbursements, accounts to be paid, notification of incident, required documentation, (claims, certificate of compacity), Return to Work Plans etc.
- Ensure that the OHS implications arising from WorkCover claims are addressed
- The Business Manager is the Return to Work Officer



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Key Skills

- Proven administrative experience
- Commitment to promoting Saint Ignatius College
- Strong oral and written communication skills
- Collaborative team member with the ability to work with a variety of stakeholders as required
- Excellent judgement/problem solving skills
- Ability to treat sensitive material with confidentiality
- Enjoyment of, and ability to relate to young people
- Reliability and strong time management skills
- Excellent judgement/problem solving skills
- Commitment to excellent customer service
- Level 2 First Aid
- Proficient computing skills in Microsoft Office,
- Excellent organisational and time management skills
- Flexibility with hours/days when required – some out of hours work will be required as a part of this role.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website. Staff must have a demonstrated understanding of Victoria's 11 Child Safety Standards

Have a demonstrated understanding of appropriate behaviour when engaging with children

Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.

Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

Provide students with a child-safe environment

Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety

Maintain currency of Child Safe training

Demonstrate a duty of care to students in relation to their physical and mental wellbeing

Proactively monitor and support student wellbeing

Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values

Implement strategies which promote a healthy and positive learning environment

Attend all school assemblies

Attend school liturgical celebrations

Attend school organised activities relevant to house or year level, as required

Responsibility for the behaviour of all students

Responsibility for the appearance of all students and to model appropriate dress by adhering to the dresscode policy as published in the staff handbook

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 school's strategic plan

Continue development of ICT skills as technologies evolve

Participate in the staff appraisal and review process annually

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

Co-Curricular Involvement

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



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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
Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

Develop and maintain, at all times, collegial and professional relationships with colleagues
Be respectful of spiritual and social values of the college
Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
Support a performance and development culture
Adhere to all College Policies and Procedures

General and School Community Administrative Duties

Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures
Demonstrate duty of care to students in relation to their wellbeing
Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal
Attend staff liturgical events and staff faith development days
Use Information and Communications Technologies to enhance administration procedures

Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
Contribute to the life of the College by participating in College functions, events, etc.
Other duties as directed by the Principal

Time Allocation:	Category "C" Hours 8.15 to 4.30 pm (40 minutes for lunch) 38 Hour week
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

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.

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate every 12 months
- Level 2 First Aid