

# Position Description

## Risk and Compliance Officer



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

*Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

**Employment Type:** Full Time

**Hours of Work:** Monday – Friday 8:00am – 4:06pm (includes 30min unpaid lunch break)

### **Direct Reports & Relationships:**

The Principal is the employing authority and delegates management of this position to the Director of Finance and Business Operations.

The Risk and Compliance Officer is a member of the Business Leadership Team (BLT).

### **Remuneration**

The position is classified as Level 6 in the “School Officers” structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

### **Position Overview**

The Risk and Compliance Officer will have primary responsibility for the overall implementation and maintenance of Loreto’s Workplace Health and Safety (WHS), compliance and incident management framework and systems. Reporting to the Director of Finance and Business Operations, this role is also expected to work with the Board, College Leadership and all College staff to promote an ingrained safety-first approach, and accountable risk and compliance culture.

A key part of this role is leading the community through change by effecting innovative safety and risk management processes, ensuring best practice.

## Key Selection Criteria

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Demonstration of high standards of personal presentation, organisation, communication with staff, families, and other stakeholders, and in respecting the ethos and protocols of the College.
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs.
- A commitment to the goals, ethos, vision, strategy, and Mission of the College as a Catholic School in the Loreto tradition.
- Adherence to the policies, procedures, and practices of Loreto College.
- Maintaining confidentiality and integrity in all work-related matters at all times.
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes.

- Demonstrated knowledge of information technology, including advanced MS Office 365, databases, file management and other software platforms as appropriate.
- Compliance with and understanding of the College's Student Protection Policy & Processes.
- Current Positive Working with Children check is mandatory.

### **Duties & Responsibilities**

Key responsibilities include:

- Ensuring the alignment of Loreto's governance, risk, and compliance frameworks with the Colleges overall strategic objectives.
- Advise the College Leadership Team of changes to regulations or legislation which effects compliance or School policies.
- Provide support and direction to College Leaders to coordinate the development and implementation of Loreto College's Work Health and Safety Management System within their area.
- Providing assurance to the Colleges key stakeholders in relation to our overall compliance with the Non-State Schools Accreditation Board (NSSAB) Standards and related laws and regulations.
- Coordinate the College's ongoing Policy and Procedure governance, including the implementation of a Document Control System and a policy and development review framework.
- Facilitating the promotion of a strong culture of risk and compliance awareness and management across the College with a focus on training and mentoring staff.
- Working with other key stakeholders, including the College Leadership Team in creating and maintaining the College's Policy Framework.

### **Risk Management**

- Reviewing and enhancing the design and implementation of the College's Risk Management framework to create and protect value within the College.
- Facilitating the establishment and effective implementation of policies and procedures that are required to effectively manage risk and compliance at the College.
- Facilitating and continuously monitoring changes in Loreto College's activities and ensuring that risks arising from any significant changes are considered within the risk framework.
- Assisting College leaders to conduct risk assessments.
- Facilitating the maintenance of the College's operational risk registers.
- Ensuring that risk controls and treatment plans are carried out efficiently and effectively.
- Preparing risk reports for the College Leadership Team, Finance and Risk Committee (FRC) and the School Board.
- Providing input on risk issues.
- Reviewing the overall effectiveness of the risk management framework at least annually.
- Proactively look for ways to continually develop and grow the framework and implement systems and processes.
- Contractor Management – implement, manage, and evaluate.
- Monitoring all activities to ensure that they comply with the College's WHS requirements.
- Monitoring, reviewing, and overseeing procedures for evacuations and emergencies including the care and evacuation of stakeholders in your care, as required by procedures.
- Displaying a high degree of flexibility when dealing with all stakeholders including: students, parents, staff, volunteers, contractors and broader community members.
- Partnering with the Deputy Principal – Operations and School Development and the Director of Finance and Business Operations when implementing policies and procedures, or when recruiting and onboarding contractors, technicians and other staff, volunteers, and casuals.



### Policy

Under the general direction of the Director of Finance and Business Operations:

- Source legislation, data, and relevant information to support policy research and development.
- Draft relevant policies and procedures under the broad direction of the College Leadership Team.
- Contribute to policy research and analysis activities by collating and summarising information.
- Co-ordinate engagement and communications throughout the policy consultation, design and implementation phases (staff, management, Board and any other relevant stakeholders).
- Provide executive/administrative support to the College Leadership Team, committees and working parties relevant to this function.
- Store, maintain and manage records related to policy initiatives.
- Work collegially with the College Business Leaders including TSS Manager, Finance Manager, Facilities Manager, Community Engagement Team Leader, Administration Team Leader, and other managers, to ensure that policies and procedures are established, understood, and followed as appropriate.

### Compliance

- Monitor the College's continuing compliance with all relevant Commonwealth and State legislative and regulatory requirements (under guidance from Complispace and Queensland Catholic Education Commission).
- Ensure that the College's policies and procedures are reviewed and updated within designated timeframes.
- Ensure compliance with the child protection standards and assist in building a child-safe organisation.
- Provide regular input and updates to the College's Compliance Calendar including monitoring compliance with lodgement obligations and deadlines.
- Setting in place a compliance reporting system.
- Reviewing the overall effectiveness of the Compliance Program at least once annually.
- Maintain current legal and/or regulatory knowledge of compliance changes that may impact the College and make recommendations to the Principal and College Leadership Team where existing policies and procedures that are relevant to the College's operation may require review or development.

### OH&S Management

- Prepare reports for Director of Finance and Business Operations 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.
- Co-ordinate and implement regular safety inspections of all areas of the College as required.
- Advise the Director of Finance and Business Operations of any OH&S incidents that require notification to Workcover.
- 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.
- Assist the Deputy Principal – Operations and School Development to review, develop and implement the Emergency Evacuation Plan (EMP) and Critical Incidents Plan (CIP).



- Assist the Deputy Principal – Operations and School Development in the response and management of emergencies and critical incidents including practice activities
- Work with the Director of Finance and Business Operations, and Facilities Manager 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.
- Arrange ongoing training for staff on issues such as manual handling, prevention of slips, trips and falls, ladder safety and ergonomics.
- Work with the Director of Finance and Business Operations to ensure that the College OH&S systems are compliant and regularly reviewed.
- Ensure all new staff receive appropriate health and safety induction upon commencement at the College.
- Support the Facilities Manager to maintain records of site induction of contractors and consultants.

### **Accountability & Extent of Authority**

The Risk and Compliance Officer:

- Will operate within the general guidelines set by the School Board and Finance and Risk Committee.
- Will operate in a manner which complies with the requirements of all relevant legislation.

### **Compliance Responsibilities**

All staff are required to comply with all policies, procedures, and requirements for:

#### **Student Protection**

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

#### **Risk Management**

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

#### **Work, Health and Safety**

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

#### **Code of Conduct and Dress Code**

Comply with all Loreto College Code of conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.



## Skills & Knowledge

### Qualifications, Skills & Experience

- Formal qualifications in Occupational Health & Safety/Compliance.
- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate.
- Advanced knowledge of MS Office suite, TASS database and related software programs.
- Previous experience in a similar type of role, ideally within an Educational setting.
- Strong written and verbal communication skills with a high degree of accuracy.

### Personal Qualities

- Excellent people, communication, and leadership skills with dynamic work habits.
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy.
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available.
- Outstanding organisational skills, planning, analytical and high order thinking capabilities.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Personal sense of initiative, enthusiasm, and high energy.
- Outstanding attention to detail, commitment to customer service and ongoing improvement.
- A resourceful team member who can operate in a collaborative and inclusive environment.

## Acknowledgement

This document provides a summary of the role and duties of the position. As the occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of Loreto College's Policies and Procedures.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_