



MARIAN COLLEGE

Risk and Compliance Officer

POSITION:	Risk & Compliance Officer
REPORTS TO:	Business Manager, Principal
ROLE TENURE:	Ongoing
FTE:	Part Time
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022, Category C.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Risk & Compliance Officer manages daily risk mitigation and the development of policies and procedures, focusing on implementing and maintaining the College's compliance and incident management systems. This role involves creating and delivering support processes, tools, and training while fostering a culture of risk awareness and compliance. Additionally, the officer works closely with the College Executive Team to ensure Marian College meets its governance obligations as required by external organisations, including Kildare Education Ministries (KEM), the Victorian Catholic Education Commission (VCEA), and the Victorian Registrations and Qualifications Authority (VRQA), while also administering the Ideagen (Complispace) system implemented by KEM. The key areas of responsibility are:

- Risk and compliance
- Online risk and compliance systems
- Occupational health and safety

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES

RISK AND COMPLIANCE:

- Assist in the development, review and strategic implementation of the College's Risk Management Strategy.
- Stay abreast of legal and regulatory changes that affect the College and ensure that policies and procedures are compliant with current legislation.

- Monitor KEM, CECV and Melbourne Archdiocese of Catholic Schools (MACS) communications to ensure that all relevant stakeholders are notified of any updates and that changes to policies are made as required.
- Prepare reports on risk, compliance and incidents for the Business Manager, Principal and KEM as required.
- Regularly review and update the School Risk Registers, Critical Incident Management Plan, and Emergency Management Procedures with the College Executive Team to manage all identified risks.
- Support school reviews by the VRQA and manage the collection of compliance evidence.
- Act as the main liaison to the external provider that manages all the Emergency Management Framework and Training.
- Ensure policies are communicated to members of the College community, and consented to as required, in line with the College's policy taxonomy.
- Under the direction of the Business Manager, liaise with contractors, maintenance and repair personnel, making sure that protocols are adhered to, and documentation and work are compliant.
- In conjunction with the Business Manager, prioritise school improvements and general maintenance to ensure that the tasks are completed.

RISK & COMPLIANCE SYSTEMS:

- Manage the College's compliance online monitoring system and database. This includes:
 - Ensuring all policies and procedures are documented in PolicyConnect, updated regularly, and meet VRQA standards.
 - Publishing policy updates on SEQTA and the College website as needed.
 - Using CompliLearn to provide access to policies and ensure stakeholders understand them.
 - Maintaining a record of compliance.
 - Assigning courses to appropriate users within the Staff Learning System in line with the training calendar and recruitment activity, and monitor and report on completion rates utilising reporting templates, implementing follow-up as required.
- Tracking and following up completion by staff of compliance training e.g. mandatory Reporting, Child Protection, First Aid/Medical training requirements and OHS.
- Provide cyclical reports to the Business Manager and Principal confirming staffing training is appropriately signed off by staff and up to date.
- Format content within CompliLearn (Staff Learning System) such as the creation of web pages, PowerPoints, competency quizzes etc.
- Audit Staff Working with Children Check register and WWCC Volunteer register.

OCCUPATIONAL HEALTH AND SAFETY:

- Serve on the Occupational Health and Safety (OHS) Committee, preparing reports and attending meetings.
- Establish, maintain and improve the collation, interpretation and distribution of OHS related information and statistical data.
- Document essential safety inspections per Government protocols and occupancy permits. e.g. Electrical testing and tagging, six monthly checks of lighting and air conditioners and safety walkthroughs.
- Provide health and safety inductions for new staff and additional training for those in high-risk areas (i.e. Science, Technology, Maintenance etc.).
- Facilitate ongoing staff training on safety topics such as manual handling and ergonomics.
- Enhance procedures for reporting and investigating injuries, accidents, and near misses.
- Notify Worksafe of reportable incidents and manage Workcover claims with the Business Manager.

- Review and update safety manuals, staff handbooks, and school policies.
- Review and approve the OHS component of all incursion and excursion/camp applications.

OTHER:

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest to directions guided by the College School Improvement Plan.
- Attend all Risk and Compliance Coordinator meetings held by Kildare Ministries/Kildare Education Ministries.
- Undertake special projects and any other duties as delegated by the Business Manager or Principal.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Child Safety:

- Have a demonstrated understanding of child safety and appropriate behaviours when engaging with children.
- Be familiar with legal obligations relating to child safety (e.g. mandatory reporting, reportable conduct).
- Comply with the College's Child Safety Policy, Child Safe Code of Conduct and Professional Boundaries Policy, KEM Ethical Standards Policy.
- Risk and Occupational Health and Safety.
- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. An awareness of, and commitment to the College's aims as a Catholic School founded in the Brigidine Tradition
2. Sound knowledge of Occupational Health and Safety legislation as it applies to the educational setting Experience in system development and maintenance
3. Previous experience in policy creation
4. Knowledge of Risk Management processes
5. Capacity to participate in strategic planning relevant to OH&S, Safety Improvement Plan
6. Knowledge of Injury Management requirements as they apply to an educational setting
7. Strong communication skills and confidence to present to groups of people
8. Capable of working independently, collaboratively within a team, and coordinating certain tasks with others.
9. Demonstrated commitment to ongoing professional development and growth in skills.

QUALIFICATIONS

Essential:

- Working with Children Check and a current National Police History Check.
- Qualifications in OHS.

Desirable:

- Experience working in Education.
- First Aid Certificate.
- Proven OH&S auditing skills and knowledge of Risk Management Standards and Building Inspection requirements, investigations & reporting mechanisms.

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.

The Marian College community is committed to promoting the safety, wellbeing and inclusion of all students.