



# Risk & Compliance Officer

## Role Description

---

**Reports to:** Office Manager

**Classification:** Education Support Officer Category C, Level 4 (*Catholic Education Multi-Enterprise Agreement 2022*)

**Employment Status:** Part-time / Full-time

### Position Description

The Risk and Compliance Officer at Mount St. Joseph Girls' College plays a critical role in ensuring that the College meets all regulatory, safety and child protection requirements. Working closely with the College leadership and key personnel, this role is responsible for the College's compliance with VRQA registration standards, Occupational Health and Safety (OH&S) regulations, and Victorian Child Safety legislation. This position also oversees the use of compliance software, particularly Ideagen (Complispace) and Synergetic to streamline and document compliance processes effectively.

### Prerequisites

#### Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

#### Qualifications and Experience

The following is considered advantageous:

- Relevant qualifications in Compliance, Risk Management, Occupational Health and Safety, or a related field.
- Experience in a compliance, risk, or safety role, ideally within an educational or Catholic organisation.
- Knowledge of VRQA standards, Victorian Child Safety legislation, and OH&S requirements.
- Experience using Synergetic and Ideagen software programs, with the ability to train others in their use.
- Strong understanding of Catholic school values and an ability to support the ethos and mission of the College.

### Key Responsibilities

- Work with the relevant Deputy Principal(s) 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.

#### Compliance with VRQA Registration Requirements

- Manage and maintain the College's compliance and risk management system, Ideagen, ensuring it is up to date with all regulatory changes.
- Ensure the College maintains compliance with the standards required for VRQA (Victorian Registration and Qualifications Authority) registration, particularly around child safety, governance, financial management, and educational standards.

- Ensure the College is compliant with Victorian Catholic Education Authority (VCEA) requirements.
- Ensure the College is compliant with Victorian Curriculum Assessment Authority (VCAA) requirements.
- Coordinate with College leaders to regularly review and update policies, procedures, and documentation required for VRQA audits.
- Prepare reports and compliance documentation as required, keeping the Principal and relevant stakeholders informed of the College's compliance status.

### **Child Safety Compliance**

- Ensure all policies align with Victorian Child Safety legislation and that students are safeguarded from harm.
- Support the Deputy Principal of Student Wellbeing by providing updates and reviewing the Child Safety Risk Register.
- Develop, implement, and review policies related to child safety and mandatory reporting, ensuring all staff are trained and aware of their responsibilities.
- Conduct regular training sessions on child safety and maintain accurate records of staff attendance and compliance.

### **Occupational Health and Safety (OH&S) Management**

- Oversee the College's OH&S framework, ensuring a safe environment for students, staff, and visitors in line with Victorian OH&S legislation.
- Conduct risk assessments and workplace audits to identify hazards, implementing corrective actions where necessary.
- Develop and maintain emergency procedures, providing regular training for staff on safety protocols.
- Ensure timely reporting and investigation of any incidents or accidents in the workplace, recommending and implementing strategies to prevent future occurrences.

### **Risk Management**

- Assist in identifying and managing operational, financial, reputational, and strategic risks to the College, developing mitigation strategies as appropriate.
- Collaborate with the College leadership to ensure a risk-aware culture and support the implementation of best practices in risk management.
- Maintain a risk register and ensure ongoing monitoring, reporting, and regular review of risk factors.
- Work in conjunction with the Office Manager and ICT Manager to develop robust systems and procedures around data compliance requirements.
- In conjunction with the Office Manager, prepare Compliance and Risk Management Reports for the College Board providing an overview and update on the Risk and Compliance portfolio.

### **Software Management and Documentation**

- Oversee the use of compliance software systems, including Synergetic and Ideagen, ensuring data is accurately recorded and accessible to relevant staff.
- Provide training and support to staff on the effective use of these programs, promoting consistency in compliance documentation.
- Use these systems to maintain up-to-date records of incidents, training, policy updates, and risk assessments.

### **Training and Induction**

- Create and release training modules to staff through Ideagen / CompliLearn
- Prepare an annual Compliance Training Calendar in conjunction with the Deputy Principal - Learning and Staff.
- Deliver face-to-face training to all staff (Medical Conditions, which includes Anaphylaxis and Asthma biannually)
- Coordinate with external suppliers annual First Aid and CPR training and maintenance of Anaphylaxis training.
- Ensure DET mandatory child protection modules are completed by mandated staff (VIT, WWC, and NPCs for staff overseen by the Principal's Assistant).

- In conjunction with relevant key stakeholders, facilitate the induction and ongoing training of all staff in compliance, risk management, occupational health and safety, emergency procedures and other matters required by law.
- In conjunction with the relevant stakeholders and Deputy Principal(s), provide:
  - staff with training associated with risk, compliance and OHS (e.g., emergency procedures training) as required
  - new staff and pre service teachers with appropriate induction materials
  - assist staff in the development of risk assessments for activities (e.g., camps, retreats, excursions, outdoor education experiences, overseas trips) and review assessments prior to sign-off
  - input on policy changes as appropriate

### Emergency Management

- Act as Chief Warden and manage the College Emergency Management System including:
  - Emergency Warden Training
  - Emergency Staff Training
  - Emergency Drills – develop a cyclical program of simulated emergency scenarios (shelter in place, intruder, partial or full fire drill evacuation).

### Committees

- Be an active participant on the following committees:
  - Logistics – attend weekly Logistics meetings with a particular focus on risk exposures around proposed excursions, camps, College activities, etc.
  - Policy Review – be a key member of the Policy Review Committee
  - OH&S – chair a minimum of 4 meetings per year. Prepare agenda and minutes.
  - Data Retention Committee, reviewing archival requirements, past and present with a long term focus on digitalisation of data.

Undertake related duties as requested by the Principal who may vary the above duties.

## Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College
3. Experience in general administration and finance and an ability to contribute to reform
4. Demonstrated experience in the implementation and development of risk management and compliance programs
5. Well-developed interpersonal and verbal communication skills including a demonstrated ability to work and communicate within a team environment
6. Flexibility, initiative and willingness to work as part of a team
7. Highly developed ICT skills and experience in systems' development
8. Strong organisational skills with an ability to prioritise and prepare timely and accurate output
9. An ability to communicate effectively with staff, parents, visitors, suppliers, and members of the wider community
10. Strong negotiation skills in balancing the needs of stakeholders

## Key Competencies

- **Attention to Detail:** High level of accuracy and thoroughness in documenting, reviewing, and maintaining compliance records.

- **Analytical Skills:** Strong ability to assess risk factors, analyse incidents, and identify trends to inform compliance and safety strategies.
- **Communication:** Excellent verbal and written communication skills, with the ability to provide clear and supportive guidance on compliance matters.
- **Organisational Skills:** Strong time management and organisational abilities to ensure timely completion of compliance tasks.
- **Interpersonal Skills:** Ability to build positive working relationships with staff, fostering a culture of safety and compliance across the College.

Mount St. Joseph Girls' College is committed to providing a safe and supportive environment for all students and staff, in line with Catholic values and Victorian Child Safety standards. We encourage applications from individuals who align with our mission of fostering a respectful, compassionate, and service-oriented community.