Position Information Document

Education Support Officer:

SAFETY, RISK AND COMPLIANCE OFFICER

Name:

Start:
Monday, 14 January 2019

Position Title:
ESO – Safety, Risk and Compliance Officer

Grade:
Salary commensurate with experience and qualifications

Stream:
Administration

Fraction Time:
37.5 hours per week working – 42/48 weeks

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2017.

1. BROAD PURPOSE

The Safety, Risk and Compliance Officer has a responsibility to the Business Manager and is ultimately responsible to the Principal. They will play a pivotal role in overseeing and improving compliance across the College. Schools need to meet a broad range of mandated risk and compliance requirements as well as manage a wide array of day-to-day operational risks. To be effective in this environment, risk management and compliance must be undertaken consistently within a well-structured and understood framework that provides adequate transparency, oversight and action. The College sees this role as supporting a strong risk management, compliance and safety culture in all areas of its operation, fostering an embedded culture of risk management and compliance for continuous improvement.

This role is relied upon as the College’s centre of expertise for risk and compliance matters and needs to provide the Leadership Team and Board with appropriate advice and reporting so as to ensure that requirements are understood, obligations are met and performance is clear.

The Safety, Risk and Compliance Officer will provide WHS services to the College and (where applicable) community sites that form part of the Gleeson College community.

This role will require high knowledge of all rules, regulations and guidelines set by governments and other regulatory bodies. The successful applicant should have a strong understanding of current regulations, developing programs and practices to help meet guidelines, monitoring these practices and maintaining all records required to certify compliance.
They will require high quality administrative skills, the ability to forward plan, identify issues, and respond efficiently to changes to provide the best outcomes for College compliance.

The Safety, Risk and Compliance Officer will demonstrate a strong commitment to the College’s vision of excellence in Catholic education, and will present welcoming, professional assistance to Gleeson students, their families, staff and members of the College executive and governing bodies and to the wider school community.

2. SPECIAL CONDITIONS

Additional time worked (overtime) is to be pre-arranged and approved by the Business Manager in accordance with the College Policy.

Out of hours work may be required.

3. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- Responsible to the Business Manager
- College Staff
- College Students
- Parents/Families/Caregivers
- WHS Committee
- Volunteers and Contractors
- Catholic Safety Health & Welfare (CSH&W) Consultants
- Partner Primary Schools
- Campus Director.

4. KEY RESPONSIBILITIES

Safety, Risk and Compliance

- Lead the development and maintenance of best practice WHS culture.
- Provision of risk management, compliance assistance, embedding of policies and decisions of the College Leadership Team (and College Board as necessary) with particular oversight of the Privacy Policy and Child Safety Policies of the College.
- Assist with the implementation and compliance with processes and procedures to ensure the College’s obligations (regulatory, legal and operational) are met.
- Coordinate risk training, compliance audits and investigations as required to assist the Business Manager to drive a culture of continuous improvement.
- Support in creating a robust risk management and compliance culture in the College and promote this culture of compliance in all aspects of the College’s operation.
• Assist in the development, review and implementation of the College’s Risk Management Strategy and together with the Business Manager provide input to the Compliance and Risk strategic direction of the College.
• Provide checks of consistency, completeness and integrity of risk assessments and management plans and administer risk and compliance registers.
• Provide guidance to staff in the areas of risk and compliance.
• Administer the compliance system for policy, risk and incident management.
• Assist College staff to complete Critical Incident documentation in relation to excursions, camps, incursions and College events.
• Review all College polices and provide advice about perceived gaps, the need to review and/or rewrite; redraft policies for consideration as required.
• Maintain current legal and/or regulatory knowledge of compliance changes that may impact the College and make recommendations where existing policies and procedures may require review or development of new policies.
• Oversee and manage the induction of all new staff in areas of compliance and ensuring the Compliance Register for all staff and volunteers is current.
• Coordinate the development and implementation of Emergency Evacuation and Critical Incident Plans and assist in the response and management of critical incidents including a review of procedures and routine exercises.
• Advisor and member to the College WHS Committee.
• Work with the Business Manager and the Property Manager in relation to site safety procedures and measures.
• Assi$t with the preparation and presenting the annual Workplace Gender Quality Agency Report and Catholic Education South Australia (CESA) KPI Audit and any other surveys or audits requested by the Principal or Business Manager.
• Contributing to the following College Committees as needed:
  - Leadership Team
  - WHS Committee (College and CESA)
  - Others as appropriate and requested by the Principal.
• Assist the Business Manager with insurance related matters as necessary and the Return to Work coordination with injury management and rehabilitation of staff.
• Maintain databases as identified by the Business manager, providing information or data as required to ensure compliance with all reporting and recording requirements of the Catholic Church Endowment Society (CCES) Exempt Licence.
• Administer the registry of all new employees and relief teachers and ensure that they have been CESA screened and hold the appropriate certificates and monitor expiry dates.
• Adhere to the associated legislative requirements and the requirement set out by the Catholic Archdiocese of Adelaide in reference to Police Checks working in conjunction with the CESA Police Check Unit.
• Monitor any emerging issues in relation to Police Checks and or non-compliance of College personnel undertaking police checks.

• Ensure that all employees, visitors, contractors, invitees and volunteers hold a current Department for Communities and Social Inclusion (DCSI) clearance and have undertaken training in Responding to Abuse and Neglect: Education and Care, First Aid, Fire Wardens, Return to Work and any other site training as required.

• Ensure that all Contractors and Consultants have contracts in place, have been inducted and hold the appropriate licenses and insurance, in conjunction with the Property Manager to be able to conduct work at the College, use designated areas and materials and equipment safely within the College.

• Monitor progress of risk mitigations and compliance activities.

• Participate in workplace safety inspections and audits (internal and external) ensuring that relevant WHS registers and records are maintained.

• Encourage all staff to be pro-active in the implementation of early interventions systems.

• Prepare WHS reports for the College Board.

• Complete all administrative tasks accurately and on time including record keeping.

• Coordinate the College archive process from assisting staff to storing and maintaining records of archived information onsite and off-site.

• Ensure the First Aid management and Student Medical Register, including provision of First Aid kits, First Aid facilities, training and reporting is within the policies and guidelines of the Catholic Safety Health & Welfare South Australia (CSHW SA) Safety Management System.

• Provide First Aid to students and staff as reasonably requested and required, using current First Aid methods and procedures to ensure that illness and injury are dealt with appropriately and actions are in accordance with any action plans and alerts that may exist.

Skills Required

• Desired qualifications and a sound knowledge of Work, Health and Safety legislation as it applies to the education setting.

• Experience in system development and maintenance.

• Previous experience in policy creation.

• Knowledge of Risk Management processes.

• Capacity to participate in strategic planning relevant to WHS, Safety Improvement Plans.

• Knowledge and experience in Essential Safety Measure requirements.

• Knowledge of Injury Management requirements as they apply to an educational setting.

• Desired knowledge of the CESA Enterprise Agreement and Fairwork Australia polices and regulations.

• Able to work collaboratively with the Leadership and Administrative Teams.

• Efficient in the use of MS Office software.

• Aptitude for the management of various databases and software packages.
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- Ability to communicate effectively with teaching staff.
- Ability to plan effectively and meet timelines.
- To have an understanding and working knowledge of College and CESA policies and procedures.
- Maintain excellent electronic and other records, including accurate and up to date personnel files and records for all staff, keeping all records confidential.
- Ensure that documentation regarding matters governed by laws of privacy, and confidential matters such as child protection, HR processes, discipline and grievance issues, are strongly protected through secure storage of confidential papers, files and electronic data.
- Maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner.
- Promote and speak well of the College and staff at all times and address any personal concerns about the College with the Principal.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.
- Participate in training as required.
- Able to work autonomously and as part of a team.
- Flexible in approach and able to manage competing deadlines and tasks, in a timely manner.
- High attention to detail, good judgement and decision-making ability.
- Able to analyse and problem solve.
- Able to maintain confidential information and act with discretion and decorum.
- An open and friendly disposition.

5. PROFESSIONAL RESPONSIBILITIES

- Understand and implement Gleeson College behavioural management strategies and policies.
- Have a commitment to uphold and contribute to the Catholic ethos of Gleeson College, The Gleeson 10 and the Gleeson Staff 5.
- Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College’s policies, guidelines and procedures.
- Ensure the health, safety and welfare of students and fellow employees.
- Able to establish positive relationships with staff, students, parents and visitors.
- High professional standards and the ability to present an appropriate image of the College supporting the dress/uniform requirements.
- Attend all meetings and events as requested by the Business Manager.
- Able to communicate effectively with people from a range of backgrounds
- Have exceptional organisational and planning skills.
• Able to act calmly in the face of adversity or emergency.
• Have an open and friendly disposition.

6. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker while at work you must:
• Take reasonable care for your own health and safety.
• Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
• Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
• Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

• Proficiency in Microsoft Office Suite/Office 365.
• Excellent interpersonal skills.
• A demonstrated ability to support the Catholic ethos of Gleeson College.
• An ability to work as a team member to achieve best practice and to work in a collegiate manner to improve risk and compliance outcomes.
• Excellent organisational skills.
• A service provider with excellent customer service skills and a “can do” attitude.
• High professional standards and the ability to present an appropriate image of the College.
• Supporting the dress code/uniform requirements.

Acquire and maintain:
• Police clearance to work in Catholic Education SA.
• Approved Mandatory Notification training.
• Approved Responding to Abuse and Neglect mandatory training.
• Senior First Aid Certificate.
• An understanding of the employer’s requirement and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College’s policies, guidelines and procedures.
• Be aware of and obtain access to expert WHS advice via CESA Consultants.
Desirable Criteria:

- Formal qualifications in Work Health and Safety and Risk Management or other relevant areas.
- Experience in an education environment.
- Current driver’s license.

8. PERFORMANCE REVIEW

- The employee must undertake a performance review on an annual basis.
- The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.

SIGNED

Principal or Delegate: ......................................................................................................................... Date: / / 

Employee: ................................................................................................................................. Date: / /