



Risk and Compliance Officer

Reports to:	Business Manager
Category:	Category C 5-1 \$107,245
Tenure:	5 years
Review:	January 2031

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Risk and Compliance Manager, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

The Risk and Compliance Officer is responsible to manage the risk and compliance functions of the College.

This role will be responsible for ensuring the College's risk and compliance framework and mechanisms comply with the current legal and regulatory obligations. This role involves administration, risk and compliance documentation and reporting across a range of key business areas including insurance, business continuity planning, policy compliance and risk.

KEY RESPONSIBILITIES

- The chairperson of the Occupational Health and Safety Committee
- The chairperson of the Emergency Management Planning Committee
- Return to Work Coordinator
- Coordinate the College's ongoing policy and development review, including but not limited to updating and editing of College's policies consistent with MACS directives
- Communicate changes to legislation and regulations which impact compliance or College policies
- Publish policy updates on the College's Ideagen Policy Connect Platform and the College website where appropriate
- Develop training modules on Ideagen and deliver staff professional learning
- In conjunction with the Business Manager and CLT, coordinate the College's risk management and review
- Oversee the essential services program with the Property and Facilities Manager
- Oversight of the Child Safety compliance framework
- Foster and promote a culture of risk awareness and safety
- Ensure the alignment of governance, risk and compliance frameworks within the College's overall strategic objectives
- Member of the College Operations Team in the risk and compliance requirements for college activities, camps, excursions and events on EMS 360
- Oversight of the VRQA registration and school review process in assistance to the College Leadership Team
- Oversight of the compliance reporting system for all staff to ensure accountability, including but not limited to maintenance of required registers
- Oversight of Student Health Support Plans (SHSP)s including individual Anaphylaxis Plans in accordance with condition specific Action Plans provided by the Parent/Guardian
- Management of reportable incidents including investigating and analysing data, including reporting to the College Leadership Team as required
- Member of the Business Operations Strategic Team
- Provide strong and effective leadership to the Student and Front reception teams which promotes and nurtures a customer focus and a flexible and supportive approach
- Develop and mentor staff
- Maintain a culture of performance, professionalism and continuous improvement within the College Operations team including:
 - a. Developing realistic performance goals and accountability mechanisms
 - b. Reviewing performance and providing feedback



Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

KEY SELECTION CRITERIA

Essential

1. Tertiary qualifications in any of risk management, law, business, education WHS or a related discipline
2. Experience in risk and compliance management
3. Sound knowledge of relevant Victorian and Commonwealth legislation and standards relating to risk, WHS, child safety, privacy and school registration/accreditation
4. Strong analytical skills and attention to detail
5. Excellent communication and interpersonal skills
6. Demonstrate a strong understanding of, and commitment to Catholic Education
7. Able to gain and keep a successful registration for a Working with Children Check and successfully passes a National Police Record History Check

Desirable

1. Prior experience in a secondary school setting
2. Experience with the Ideagen Complispace and CompliLearn products
3. Post Graduate/Specialist qualifications in related area

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.