

POSITION DESCRIPTION

RISK AND COMPLIANCE OFFICER

CLASSIFICATION		TIME ALLOCATION	REPORTS TO:
Category: C Level: 4 Salary range – full time equivalent \$90 269 to \$102 822		0.6 FTE (22.8 hours per week)	Deputy Principal – Staff & Operations
DIRECT REPORTS	Not applicable		
APPOINTMENT TERMS			
The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position			
ABOUT THE ROLE			
<p>The Risk & Compliance Officer is a key member of the Education Support team and plays a critical role in supporting Loyola College's commitment to providing a safe, compliant and well-governed environment for students, staff and the wider College community. Reporting to Deputy Principal Staff & Operations and working closely with the Business Manager, Facilities Team and other College leaders, the position supports the effective implementation, monitoring and continuous improvement of the College's risk management, compliance, child safety and occupational health and safety frameworks.</p> <p>The Risk & Compliance Officer supports the development, maintenance and monitoring of the College's Risk Management and Policy Framework, ensuring compliance with legislative, regulatory and sector requirements. The role assists in identifying, assessing and mitigating organisational risks, maintains compliance systems and records, and contributes to strong governance practices across the College.</p> <p>It is an expectation that the Risk and Compliance Officer attend professional learning to ensure that they remain up to date with current risk and compliance matters. This includes attending all relevant Melbourne Archdiocese Catholic Schools (MACs) professional learning.</p>			

THE BROAD AREAS OF RESPONSIBILITY FOR THIS POSITION ARE:

- Emergency Management
- Return to Work Coordinator
- Health and Safety
- Policy review and development, including but not limited to updating and editing of College's policies consistent with MACS directives
- Oversight of legislation and regulations which impact compliance or College policies
- Risk Management
- Child Safety
- Consent2Go
- VRQA registration/School review
- Oversight of the compliance reporting system for all staff to ensure accountability, including but not limited to maintenance of required registers
- First Aid
- MACS Guard
- MACs Learn
- Oversight of Student Health Support Plans (SHSP)s including individual Anaphylaxis Plans in accordance with condition specific Action Plans provided by the Parent/Guardian

KEY RESPONSIBILITIES:

Risk Management

- Manage the implementation of the School's Risk Management Framework ensuring that risks are identified, understood and effective management strategies can be implemented in consultation with key stakeholders.
- Support the Principal and Business Manager to identify, track and mitigate Strategic Risk including enhancement of the existing risk framework, risk identification, reporting and identifying appropriate mitigation controls.
- Work closely with Consult to build Operational Risk Registers which are continually reviewed and maintained to keep pace with the constantly changing environment.
- Develop the School's Critical Incident Management Plan in conjunction with Principal and the Business Manager.
- Champion a culture of risk management throughout the school which enables future mitigation of risk in all activities.
- Ensure staff are appropriately trained and supported in risk management processes through the development and maintenance of clear, accurate and up-to-date policies, procedures, guidelines and templates.

KEY RESPONSIBILITIES continued:

- Support staff in the completion of Risk Assessments for overseas travel, tours, excursions and other school activities.
- Work with the Operations team in the completion of the Risk Assessment element of Consent2Go and circulate
- Support the Deputy Principal Staff & Operations in the oversight of MACS Guard

Compliance and Policy

- Manage the school policies to ensure that policy remains up to date with legislative changes and that Assurance tasks are performed in a timely manner.
- Work closely with the relevant Consult to review and revise Policy, considering legislative changes and best practice.
- Keep up to date with Melbourne Archdiocese Catholic Schools (MACs) policy updates and ensure that they are communicated to relevant stakeholders.
- Liaise with the Director of College and Community Engagement to ensure that policies are published on the College website and on the Learning Management System.
- Ensure staff complete compulsory compliance modules (e.g. Anaphylaxis, Asthma, Epilepsy, etc) and monitor staff completion of MACs Learn modules.

Workplace Health and Safety (WHS)

- Chair of the OH&S Committee.
- Prepare OH&S reports for the OH&S Committee, and relevant Risk Committees as required.
- Play a key role in developing and managing WHS policies and procedures.
- Investigate and respond to safety incident and hazard reports, strengthening policy and procedures as necessary.
- Liaise with the Facilities Manager to ensure that Facilities' OH&S issues are addressed promptly.
- Liaise with the College HSR representative to ensure they are kept up to date of HSR matters.
- Liaise with the Deputy Principal, Staff & Compliance, and the Business Manager regarding the procurement of furniture and equipment to support staff health and wellbeing needs.
- Other ad hoc duties as required.

Employee Return to Work and Worker's Compensation

- Support the Deputy Principal Staff and Operations in the administration of Workcover claims and Return to Work matters
- In collaboration with the Deputy Principal Staff & Operations, the employee Return to Work (RTW) program by consulting with injured employees to prepare RTW plans, in conjunction with the staff members, doctor and direct line manager.
- Ensure staff are monitored, supported, and documents are complied with in line with School policy and industry best practice,

KEY RESPONSIBILITIES continued:

Employee Return to Work and Worker's Compensation continued

- Collaborate with Deputy Principal Staff & Operations and Facilities Manager to assess and implement workplace modifications and provide informed approval for employees safely returning to work.
- Collaborate with the Business Manager to submit relevant Workcover claims to the School's Workcover insurer and manage these as required.

Emergency Management

- Coordinate the implementation, monitoring and review of the College Emergency Management Plan.
- Facilitate emergency drills, exercises and emergency response training.
- Maintain emergency management documentation, records and compliance requirements annually and submit the updated EMP to MACs.
- Support incident response, investigation and reporting following emergency events.
- Liaise with relevant internal and external stakeholders regarding emergency preparedness and response.
- Update the staffing allocations for emergency evacuation, including wardens

Child Safety

- Work with the Child Safety Officers to ensure compliance in all matters related to Child Safety.

PERSONAL TRAITS:

- A strong understanding of, and commitment to Catholic Education
- Proven ability to work collaboratively as an effective and supportive team member.
- Excellent interpersonal, verbal and written communication skills, with the ability to interact positively with students, parents, staff and the wider community.
- Demonstrated discretion, professionalism and commitment to maintaining confidentiality when handling sensitive information.
- Strong organisational and time management skills, with the ability to prioritise tasks, work under pressure and meet deadlines in a busy environment.
- High level of administrative proficiency, including attention to detail and the ability to manage multiple tasks simultaneously.
- Strong analytical skills and attention to detail

SPECIFIC SKILLS:

Essential

- Tertiary qualifications in any of risk management, law, business, education WHS or a related discipline.
- Ability to identify, analyse, evaluate and mitigate strategic and operational risks.
- Experience developing and maintaining risk registers, controls and risk reporting frameworks.
- Sound knowledge of relevant Victorian and Commonwealth legislation and standards relating to risk, WHS, child safety, privacy and school registration/accreditation.
- Registration for a Working with Children Check and a National Police Record History Check.
- Excellent written communication skills, including the ability to prepare reports, policies, procedures and papers.
- Strong Microsoft product suite with advanced Excel skills.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

Desirable

- Prior experience in a secondary school setting.
- Experience with Risk and Compliance software, School Box Learning Management System, Synergetic and Consent2Go.
- Internal audit or quality assurance experience.

CURRENT DUTY/HOURS:

The role is a 0.6 FTE or 3 days per week, the specific days are flexible.

SALARY, CONDITIONS & BENEFITS:

This position is classified as an Education Support Employee Category C, Level 4 position under the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA 2022). The successful applicant will be appointed at Level 1 to 6 within the Level 4 classification, commensurate with qualifications, skills and relevant experience.

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

October 2026