Role Description

Position Title: Risk and Compliance Officer
Department: Administration; Business Office
Reports to: Business Manager
(Ultimately responsible to the Principal as employer authority)
Classification: Administration Employee Level, Catholic Education Agreement

Employment Conditions: Part Time .6 FTE

Position Objectives

The role of the Risk and Compliance Officer is to provide valuable support and assistance in continuously improving workplace health and safety and minimising risks faced by members of the College Community, to enable the provision and delivery of quality Catholic education in the safest and most compliant manner.

College Environment

Formed in 1994, Guilford Young College is the only Catholic co-educational senior secondary college in Tasmania. It is a leader in both academic and vocational education providing pathways and global opportunities for young adults. Within a diverse and inclusive faith community it is an exponent of generous citizenship and learning for life. There are two campuses, one in Glenorchy and one in Hobart. Information about the College can be obtained at http://www.gyc.tas.edu.au/

Vision Statement

With Christ as our Light, we seek truth. In our learning we respect all creation and each person and we celebrate the gifts and achievements of our community.

Mission Statement

Guilford Young College is a Catholic co-educational senior secondary college. In this place of learning all are invited into relationship with God and each other. Central to our learning is a focus on the individual, excellence in teaching practice, equality and diversity of opportunity and personal challenge. We are a welcoming, compassionate community that provides a safe and inclusive learning environment. The College values critical thinking, the pursuit of knowledge and life-long learning. We promote positive futures and encourage members of our community to take responsibility for shaping their own lives and assist in shaping a better future for all.

The College operates over two campuses, located in Hobart and Glenorchy. The student base is approximately 960 students and there are over 120 staff who are located throughout the campuses.
The Business Office is responsible for supporting the College in its provision of education by providing business and financial management, workplace health and safety management, personnel, receptionist, administrative, property management and maintenance services.

### Key Responsibilities / Accountabilities

1. Contribute to the development of the College’s safety culture, WHS focus and legislative compliance.
2. Contribute to the development and implementation of best-practice safety and risk policies, procedures and guidelines for the College.
3. Co-ordinate and make suggestions for the continuous improvement of whole-College safety management systems.
4. Co-ordinate the College’s hazard, injury and incident registers, analyse trends and suggestions that might contribute to minimising hazards and facilitating a reduction in the frequency and severity of injuries and incidents.
5. Co-ordinate the College’s Emergency Evacuation and Lockdown procedures to ensure that procedures meet required standards and that staff and students understand these procedures.
6. Co-ordinate the implementation of risk assessments, controls and risk mitigation arrangements and assist with the maintenance of the College’s Risk Register and Hazard Register.
7. Provide assistance with the conduct of investigations into reported hazards and serious injuries and provide effective support for the long-term control and mitigation of any identified risks.
8. Act as the College’s representative to WorkSafe Tasmania and manage all “notifiable incidents”, as prescribed in the Work Health and Safety Act 2012, and any other matters related to this authority.
9. Manage and continuously improve the College’s Contractor Safety Management System.
10. Be part of project teams for the development and/or improvement of processes to mitigate identified risks.
11. Plan and facilitate the education, training and up-skilling of staff through the development and delivery of effective WHS and Risk Management training programmes.
12. Act as an ex-officio member of the College’s Workplace Health and Safety Committee and provide administrative support to the Committee.
13. Participate in team meetings, staff training and other development activities as required.
14. Regularly analyse and report on safety, health and risk key performance indicators to the College Executive, Board and Governor’s Council.
15. In conjunction with the Business Manager, manage an annual operational budget for health, safety and risk.
16. Develop productive and respectful relationships with WorkSafe Tasmania and WorkCover Tasmania and other authorities and professional associations to ensure that whole-College safety and risk management initiatives are supported and the College’s profile as a leader in safety management is maintained.
17. Manage the relevant systems to maintain and regularly review operational compliance procedures and standard operating procedures such as electrical testing and tagging and tag out isolation.
18. Provide advice and support to the Manager of Property to ensure compliance with the requirements of the Essential Safety and Health Features and Measures as prescribed in the Building Act 2000.
19. Provide advice and support to the Business Manager to ensure the College’s Passenger Transport Accreditation is maintained.

20. Provide advice, support, and relevant information to the organisation designated as the “Person Conducting a Business or Undertaking” and to the senior staff who are designated as “Officers” under the Work Health and Safety Act 2012.

21. Seek opportunities to promote well-being programs and provide information for staff and students.

22. Perform other duties as required by the Business Manager

**Workplace Health and Safety**

- Uphold and follow the College’s WHS Policy and procedures such as, but not limited to, risk assessment, hazard and injury reporting and electrical safety.
- Follow reasonable work requests or directions related to Work Health and Safety
- Take reasonable care for your own health and safety and for health and safety of others

**Qualifications & Experience**

- Demonstrated interest in and commitment to Workplace Health and Safety and employee well-being.
- Relevant qualifications (Certificate IV, Diploma or higher) and/or equivalent experience in contemporary health and safety management including an understanding of Australian Codes of Practice and Standards.
- Experience or knowledge of the application of databases to effectively manage large amounts of information.
- Experience or the ability to use Microsoft Office applications to present statistical and written information to a business audience

**Key Knowledge and Skill Requirements**

- Thorough understanding of:
  - Workplace Health and Safety legislation and regulations
  - the concepts and processes of risk and hazard management
  - management information systems and previous success with the development and implementation thereof.
- Current driver’s licence.
- Ability to build strong working relationships with a wide range of people including colleagues and external service providers.
- Ability to solve problems by applying a variety of techniques and identify an appropriate range of solutions in a practical and timely manner.
- Ability to adapt to changing work demands and prioritise tasks appropriately.
- Ability to work in an organised, safe and efficient manner.
- Ability to make decisions and work autonomously within the scope of the role.
- Ability to operate a wide variety of computer software including Excel and Word
- Accurate keyboarding skills.
- Well-developed communication and interpersonal skills.
- Ability to work effectively as part of a professional team delivering high standards of customer service.
- Demonstrated ability to maintain confidentiality as appropriate and to handle sensitive matters with discretion, tact and empathy.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment.
- Capacity to uphold in conscience the Catholic Ethos of Guilford Young College in its educational roles.
- Hold a current Working With Vulnerable People (WWVP) clearance

### Employment Conditions

<table>
<thead>
<tr>
<th>Hours &amp; Times of Work</th>
<th>22.5 hours per week (.6FTE)</th>
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<tbody>
<tr>
<td>Leave Entitlements</td>
<td>Annual Leave, Personal Leave, Long Service Leave and other conditions of employment are in accordance with the Catholic Education Agreement</td>
</tr>
<tr>
<td>General Conditions</td>
<td>As applies to School Support Staff</td>
</tr>
<tr>
<td>Special Conditions</td>
<td>Nil</td>
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</tbody>
</table>