



# **Risk and Compliance Officer**

**Ongoing (0.8 FTE)**

**Application Package for Applicants**

Applications Close: Monday 23 May 2022



## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- 35 Archdiocesan Schools
- 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website

[www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)

[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

## Application for Employment

Please include this form, your resume and any other relevant information in your application.

<b>Position Title</b>			
Family Name		Given Name (s)	
Postal Address			
Telephone:	Work		Home
	Mobile		Please tick preferred contact number
Email address:			
<b>Educational Qualification – Detail Highest Academic Qualification Awarded</b>			
Qualification			
Institution		Year Awarded	
Tasmanian Teacher Registration Number <i>(if applicable)</i>			
Catholic Education Accreditation Level Attained <i>(if applicable)</i>			
<b>Referees</b>			
Please provide the names of three referees who are able to comment on your recent work experience and skills.			
Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			
Signature			Date

## **Role Description**

<b>Role title:</b>	Risk and Compliance Officer
<b>Classification:</b>	Business Services, Level 4
<b>School/College:</b>	Guilford Young College
<b>Is responsible to:</b>	Business Manager (ultimately responsible to the Principal as employer authority)
<b>Key relationships:</b>	Principal, staff, students, parents, volunteers, visitors, TCEO, contractors, members of the community

## **ROLE ACCOUNTABILITY**

The Risk and Compliance Officer works across two campuses (Hobart and Glenorchy) and is accountable for coordinating the efficient and effective delivery of the college's Workplace Health and Safety and relevant compliance requirements; providing expertise in order to provide safe and secure college facilities, grounds and environments that enhance student learning outcomes and comply with statutory obligations. The role exercises substantial responsibility.

The Risk and Compliance Officer works with broad direction, referencing theoretical principles and policies to work assignments, providing strategic and specialist advice in area of responsibility to improve effectiveness and performance, and using discretion, judgement and initiative in performance of role.

Within the role, the Risk and Compliance Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the college community to assist students to achieve enhanced learning outcomes.

The Risk and Compliance Officer is responsible to the Business Manager (*ultimately responsible to the Principal as employer authority*) and also works under direction from Campus Deputy Principals.

## **KEY RESULT AREAS**

### **Safety and compliance**

- Actively contribute to developing the College's safety culture, WHS focus and legislative compliance.
- Work on the continuous improvement of whole-School safety management procedures.
- Monitor and help develop the College's risk management and incident reporting systems.
- Assist with the review, maintenance and updating of emergency response procedures, including evacuation and lockdown.
- Conduct investigations into serious incidents and provide effective support for the long-term control of any identified risks.
- Monitor and make suggestions for the continuous improvement of the College's Contractor Management processes.
- Contribute to and assist with the management and maintenance of College policies.
- Manage the implantation and maintenance of the College Complispace governance, risk and compliance program.

- Assist with the management of College compliance work such as the requirements of the Building Act 2000 and passenger transport services accreditation.
- Assist with the development and maintenance of the Safety data Sheet and WWVP registers.
- Manage and schedule College staff training in areas of Work Health and Safety and maintain a current register.
- Assist with the management of injured employees and the implementation of return to work processes.
- Assist in the safety induction process of new College staff.
- Work with College staff in evaluating workplaces for approval for student work experience program.
- Promote a culture of safety in the workplace.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Coach and develop colleagues for individual performance and overall team WHS effectiveness
- Undertake safety related audits, inspections and record keeping.
- Produce and maintain regular safety related reports for College management.
- Where appropriate, assist in the investigation of WH&S related incidents and accidents.
- Function as an effective member of and as minute secretary for the College's WH&S Committee.
- Provide advice on complex WHS matters.
- Prepare, produce and retain college WHS records and publications in accordance with organisational policies.
- Maintain WHS email and electronic records, spreadsheets, databases and/or web software.
- Analyse WHS data and information and make recommendations to enhance operations
- Perform ergonomic assessments for staff work areas.
- Where appropriate, assist others with risk management plans and excursion planning

#### **Team effectiveness and collaboration**

- Develop positive relationships with colleagues and other members of the college community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

#### **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

## **PERSONAL CAPABILITIES**

- Knowledge and experience in coordinating WHS functions in a busy environment with competing demands.
- Proficient with office equipment and technology
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity
- Able to work collegially in a team environment
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Qualifications in a WH&S &/or risk management related discipline or willingness and ability to successfully obtain.
- Thorough understanding of WH&S legislation, regulations and risk management.
- Demonstrated ability to successfully train and educate others.
- Thorough understanding of risk management information systems.
- Current Tasmanian vehicle driver licence

### **Desirable**

- Tertiary qualifications in WHS or other relevant discipline
- Current first aid qualification

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Risk and Compliance Officer role is located in a busy environment, working across both campuses, and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Risk and Compliance Officer uses a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

## Additional Position Information

<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Ongoing 6 month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018 Salary Range:
<b>Remuneration:</b>	Business Services, Level 4

### Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description  
  
Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Include any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Monday 23 May, 2022 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au).

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application please do not hesitate to contact [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au) or phone Mrs Monica Nugent – 6238 4357