



Compliance Officer

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

Applications are invited for the following new and exciting opportunity as the **Compliance Officer** at the College.

The Position

The Compliance Officer will support and coordinate the day to day operations of risk mitigation and policy and procedure development with primary responsibility for the overall administration and maintenance of Parade College's compliance and incident management platform. This will include the development and delivery of system support processes, tools and training, and the responsibility for promoting and improving the risk and compliance culture.

The key responsibilities and duties of the role include:

- Ensuring an understanding of the College's requirements in accordance with legislation, EREA and CompliSpace.
- Ensuring the alignment of governance, risk and compliance frameworks within overall strategic objectives.
- Facilitating the promotion of a strong culture of risk and compliance awareness and management across the school with a focus on training and mentoring senior staff.
- Working with other key stakeholders, including Senior School Staff, towards the integration of key governance and operational programs.

This is a full-time ongoing position, attracting seven weeks' school holidays. This position is classified as an Education Support Employee Level 4 position attracting an annual salary within the range \$83,113 to \$94,670 per annum plus superannuation.

The ideal candidate will demonstrate:

- Relevant tertiary qualifications or an appropriate combination of training and relevant experience within a similar role and/or setting;
- Sound knowledge of Child Safeguarding and Work Health and Safety legislation as it applies to a school/College setting or similar;
- Demonstrated knowledge of relevant legislation, regulations and guidelines;
- Experience in coordinating a Risk Management, Compliance and/or Incident Reporting system;
- Demonstrated excellent ability in the use of a range of computer applications include Microsoft Office and database systems;
- Excellent written, oral and interpersonal skills, with a high level of accuracy and attention to detail;
- Organisational, planning and problem-solving skills with the ability to work in a dynamic, fast paced environment, dealing with multiple and urgent priorities and meeting timelines;

- The ability to work independently and as well as collaboratively in a team environment to achieve shared outcomes and results;
- The ability to liaise effectively with a range of stakeholders to establish and maintain strong and productive working relationships.

Working at Parade College:

- Establishing a new role, giving specialist safety advice and contributing to the building of procedures and/or processes;
- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development of our young people.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a solid understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer** form available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, and addressed to the Principal.

Applications close at 4pm, Friday 30 September 2022.

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Compliance Officer
Reports To	Principal, Director of Human Resources

PRIMARY PURPOSE OF POSITION

Reporting to the Director of Human Resources, the Compliance Officer supports and coordinates the day to day operations of risk mitigation and policy and procedure development with primary responsibility for the overall administration and maintenance of Parade College's compliance and incident management platform, including the development and delivery of system support processes, tools and training and responsibility for promoting and improving the risk and compliance culture.

The creation, development and review of policies will be directed by the Director of Human Resources and the College's Leadership Team. The Compliance Officer will provide administrative support and use CompliSpace to manage this process. Under the direction of the Director of Human Resources, the Compliance Officer will ensure all policy compliance obligations are met.

STATEMENT OF DUTIES

General	<p>Working closely with the Director of Human Resources, Business Manager and Assistant Principal, Partnerships and Organisation, the Compliance Officer will be responsible for:</p> <ul style="list-style-type: none"> • Ensuring an understanding of the College's requirements in accordance with legislation, EREA and CompliSpace. • Ensuring the alignment of governance, risk and compliance frameworks within overall strategic objectives. • Facilitating the promotion of a strong culture of risk and compliance awareness and management across the school with a focus on training and mentoring senior staff. • Working with other key stakeholders, including Senior School Staff, towards the integration of key governance and operational programs.
Risk & Compliance	<ul style="list-style-type: none"> • Support Risk Management processes of the College, including onsite and offsite student activities. • Facilitate the establishment and effective implementation of policies and procedures that are required to effectively manage risk within the College. • Monitor changes in activities and ensure risks arising from any significant changes are considered within the risk framework. • Review risk with the 'risk owners' on a regular basis and in line with Federal and State Government Compliance Codes and relevant Australian Standards. • Establish, monitor and measure compliance performance; analysing performance to identify the need for corrective action. • Facilitate/support the maintenance of compliance and risk registers. • Deliver training throughout the College to ensure staff are educated on risk management. • Ensure timely compliance and reporting to Government agencies, EREA, and MACS as appropriate. • Provide advice and input on compliance and risk issues.

	<ul style="list-style-type: none"> • Oversee the investigation and evaluation of complex incidents, accidents and claims and facilitate the recommendation of corrective measures. • Establish processes for investigating and analysing data with respect to reportable incidents. • Work with the Business Manager to ensure Business Continuity Management Recovery and Critical Incident Management Plans are developed, and appropriately implemented and maintained. • Participate in the Risk and Compliance Committee meetings.
CompliSpace	<ul style="list-style-type: none"> • Administer the College's compliance monitoring system and database (CompliSpace), ensuring policies and procedures are updated according to the College policy review cycle and in line with any legislative requirements. • Publish policy updates on the Complispace website and the College website where appropriate. • Advise staff of any updates accordingly. • Advise the College's Leadership Team and appropriate staff of changes to regulations or legislation which effect compliance and/or College policies. • Coordinate, administer and maintain accurate staff learning modules and records through Complispace. • Identify compliance awareness requirements and breach processes, including reporting in collaboration with compliance obligation owners.
Staff Training and Human Resources	<ul style="list-style-type: none"> • Coordinating and supporting ongoing compliance training support for staff to ensure that all relevant persons are trained on a regular basis. • Tracking and following up completion by staff of compliance training (e.g. Mandatory Reporting, Child Protection, WH&S) • Ensuring compliance with the latest Child Safety legislation. • Monitoring, developing and ensuring compliance with the WWCC legislation, including the administration and maintenance of the Working with Children Check (WWCC) register, ensuring staff follow up and reporting of any concerns to the relevant members of the Leadership Team. • Implementing and maintaining an efficient staff on-boarding/induction and exit system (HR/Payroll, keys, IT equipment)
Occupational Health & Safety	<ul style="list-style-type: none"> • Ensure ongoing compliance with OHS legislation and policy requirements. • Coordinate training as appropriate for staff in risk management, safety, system identification, assessment and control of hazards in the workplace. • Provide advice and support to staff in relation to OH&S and Risk Assessment and Management matters. • Create, support and maintain accurate records of Risk Assessments relating to school events. • Ensure the effective management of appropriate online systems for the effective recording of reportable incidents. • Establishing processes for investigating and analyzing data with respect to reportable incidents and importantly learning from 'near misses'. • Preparing incident management reporting systems for the Principal, and Leadership Team. • Recording and collating incident (accident/injury) notifications and provide regular reports to the Director of Human Resources. • Foster and promote a culture of risk awareness and safety. • Member of the Occupational Health and Safety Committee.
Other duties	<ul style="list-style-type: none"> • Other duties as directed by the Principal, Deputy Principal and Director of Human Resources from time to time.

KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Completion of all aspects of the position description to a high standard • Ensure all policies and protocols meet legislative requirements • Maintenance of all compliance systems

- Ability to work effectively with key stakeholders (e.g. Leadership Team, Dean of Child Safety, EREA, MACS, other relevant governing bodies, etc)
- Ability to be proactive and show evidence of forward planning
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POSITION REQUIREMENTS	
Attributes	<ul style="list-style-type: none"> • A big picture type of person who will also get into the detail • Excellent change management and negotiation skills • Excellent organisational and project management skills • Ability to manage multiple tasks at once • Excellent communication skills • Ability to work as part of a team and autonomously • High level ICT skills
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards. • A full understanding of Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA. • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia, and personal faith formation. 2. Sound experience in a risk, compliance or assurance role, with tertiary qualifications gained within a relevant field. Completion of Certificate IV in Workplace Health & Safety would also be an advantage. 3. Demonstrated knowledge of codes of practice, principles and standards of compliance and risk management as appropriate to a school context, with a demonstrated ability to interpret legislation and translate key information to stakeholders in the College community. 4. Highly developed organisational, planning, problem-solving and coordination skills including the ability to manage demanding or competing deadlines, having the ability to work autonomously, with the need of minimum supervision. 5. Outstanding communication and interpersonal skills with the influencing, negotiation and stakeholder engagement skills for effective collaboration with a wide range of individuals. 6. Exceptional technical skills, with demonstrated strong computer skills in all Microsoft applications, database experience in updating and retrieving data for reports (with excellent accuracy), preferably in a risk system. Demonstrated ability to analyse data and prepare reports. 7. Demonstrated commitment to ongoing professional learning with a commitment to meet quality standards; and the willingness to update their skills and knowledge.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Education Support Employees, Level 4. Salary is set out in the Agreement according to years of experience and qualifications. The salary is set above that as

determined in the Agreement and takes into account additional hours worked outside of regular hours, as noted below.

- This position is a Category C position attracting seven weeks' holidays as provided in the VCMEA.
- This is a full-time position.
- The position reports to the Director of Human Resources.
- This position will require the Compliance Officer, from time-to-time to work outside the regular School hours to attend meetings, events, interviews, and functions. Attendance at Open Day is compulsory. Availability and a high degree of flexibility to respond to peak work periods is essential. These additional hours, outside of the normal working week are duly recognised in the pay level.
- College staff are expected to support the faith life of Parade College, including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia, and personal faith formation.
- The successful applicant would require a commitment to ongoing professional learning. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Childs Protection Policies.