



## **Acting College Risk & Governance Coordinator**

**Parental Leave Replacement Position  
0.6 FTE, 22 July, 2019 to 16 October, 2020**

### **ABOUT OVERNEWTON COLLEGE**

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au).

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

### **ABOUT THE POSITION**

#### **Report**

The College Risk and Governance Coordinator reports to the Principal through the College Business Manager.

#### **Duties**

The College Risk and Governance Coordinator is responsible for the ongoing monitoring of the systems of internal management and control, in order to provide assurance to Overnewton's governing body regarding the integrity of key operations, systems and risk control processes.

#### **Key responsibilities:**

1. To assist in maintaining a model for the identification, assessment and management of risks to the operations of the College.
2. To assist in ensuring that risk management principles and practices are applied to:-
  - Health and safety of students, employees, and members of the public
  - The environment
  - Operations, processes and procedures
  - Physical security
  - Information security
  - Regulatory and contractual liability
  - Property assets
3. To assist in monitoring and ensuring continuing compliance with all relevant Commonwealth and State legislative requirements.
4. To assist in ensuring that all policies, practices and procedures connected with risk management and workplace health and safety are properly documented, readily available to and clearly understood by stakeholders.

5. To assist in ensuring that appropriate programs are developed and delivered to improve the risk management competencies of all employees so that risk evaluation remains embedded in the College culture.
6. To assist in maintaining as contemporary the appropriate risk management standards within the College's outsourcing and contract agreement activities.
7. To convene and chair OH&S Committee meetings at each campus once every school term.
8. To keep abreast of and knowledgeable about developments within the Risk sector.
9. To work on special projects pertaining to risk management as required.
10. To assist in the preparation and management of the risk management budget within the Business Manager's guidelines.
11. To undertake all other relevant tasks as may be assigned to this position from time to time.

**The successful applicant will demonstrate:**

**Qualifications and Experience**

- Experience related to safe operating systems, risk identification processes and work-place health and safety.
- A tertiary qualification (e.g. Diploma or Certificate level) in a relevant area will be highly regarded

**Team Work**

- He or she will value the contributions of others and work effectively as a member of a high performance work team.
- He or she will demonstrate flexibility in work practices.

**Communication skills**

- Excellent communication skills across all levels within the organisation, with external agencies and the public.
- Ability to facilitate small groups.
- Ability to run information sessions for small groups.
- Ability to generate own correspondence and short reports.

**Essential Skills and Knowledge**

- Outstanding relationship management and communication skills
- Ability to liaise with senior internal stakeholders
- Ability to communicate effectively verbally and in writing
- Demonstrated ability in setting priorities, planning and organising workload.
- PC skills using a range of software.

**Other**

- The College Risk and Governance Coordinator will also take responsibility for any other duties pertaining to the role.
- The College Risk and Governance Coordinator will be expected to be on site at the College during the time that he or she is deemed to be working.
- The College Risk and Governance Coordinator will be entitled to 6 weeks annual leave.

**Conditions of employment at Overnewton College**

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children Card.
- It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and will be involved in the co-curricular program as required.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal

Employment Opportunity Legislation. The College's campuses are smoke free.

- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton 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. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

## **THE SELECTION PROCESS**

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Business Manager. Final appointments are made by the Principal or his delegate.

**All applicants are required to complete the appropriate application form for Education Support Staff, including additional information as specified on the [form found here](#).**

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant

Email: [humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au)

Telephone: 03 9334 0035

- **EMAILED APPLICATIONS PREFERRED**
- *Applications will close at 9 am on Tuesday 18 June, 2019.*

**Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035).**

## **Information about Overnewton College**

**Our Vision:** *A community of Learners Embracing the Future*

**Our Mission:** *Overnewton Anglican Community College strives to be an inclusive learning environment with strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

**Our Values:** Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

**COMMUNITY:** We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

**LEARNING:** We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

**RESPECT:** We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

**EXCELLENCE:** We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

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