



Risk and Compliance Coordinator

Canowindra Campus (Taylors Lakes) and Yirramboi Campus (Keilor)
 Full-time (1.0 FTE) Ongoing Role

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 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.

All staff, currently numbering approximately 350, participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Position Description	
Position Title	Risk and Compliance Coordinator
Campus	Cross Campus
Reports To	Director of Human Resources.
Position Summary	<p>The Risk and Compliance Coordinator will work with key stakeholders to coordinate the Risk Control Framework and all compliance obligations for the College. This significant role will ensure contemporary, fit for purpose programs, policies, procedures, and practices support a positive and compliant risk management culture, supporting the achievement of a secure workplace, free from harm and risk, so far as is practical.</p> <p>The risk profile of the school may be categorised as:</p> <ul style="list-style-type: none"> • Health and Safety • Technological • Operational • Financial • Organisational • Legal and Regulatory
Key Relationships	<ul style="list-style-type: none"> • School Principal • Director of Human Resources • Business Manager • Deputy Principals/Heads of Campus • Members of the College Leadership Team • Wider College personnel including teachers and administrative staff • Work Safe

	<ul style="list-style-type: none"> • Occupational Health and Safety (<i>OHS</i>) representatives • Work Cover • Insurers • Professional advisory bodies
Key Responsibilities	<p>1. Coordinating the College’s safe work environment</p> <ul style="list-style-type: none"> • Work with key stakeholders to maintain a safe environment for all staff, students, contractors, families and any other visitors to the College (<i>College Personnel</i>). This extends to monitoring environments that College personnel may visit, external to the college grounds, and may include online, third party providers and excursion environments. • Assist in monitoring and ensuring compliance with AS45001, the Occupational Health Safety Act 2004, the Victorian Work Safe Codes of Practice, Victorian Workplace Rehabilitation, Accident Compensation, Workers Compensation, regulation, and statutory rules and as these are modified and replaced from time to time. • Participate in OH&S Committee meetings and to chair / minute meetings if requested. • Assist in investigating and reporting on incidents, recommending corrective and preventative actions. • Conduct Work Health and Safety audits. • Facilitate Work Health and Safety workshops and training. • Support the administration of the College’s Emergency and Critical Incident Management plans. <p>2. Risk Management</p> <ul style="list-style-type: none"> • Keep abreast of industry risk management updates and changes. • Assist in ensuring that appropriate programs and tools are developed and utilised by all staff to improve the risk management competencies, so that positive risk evaluation is embedded in College Culture. • Assist in maintaining a contemporary and appropriate risk management standard for services that are outsourced or where contractual agreements are in place for service delivery. • Manage and keep the Risk Management Register up to date, including assessing, monitoring and reporting on risk controls. • Develop succinct and informative reporting on the Risk Management Framework for reporting to the College Leadership Team, Audit, Risk and Compliance and Governance Sub Committees, of the College and School Board. • Analyse accident and incident reporting for trends and work with key stakeholders to make recommendations for correcting physical, reputational, security, strategic, regulatory and operational conditions. • Support all staff to develop and undertake pro-active risk assessments / hazard identification and recommend mitigation actions. • Coordinate risk assessments, where external specialist advice is required. • Work on special projects pertaining to risk management as required. • Become a member of and actively participate in the Independent Schools Risk Management network.

	<p>3. Compliance</p> <ul style="list-style-type: none"> • Develop and maintain a comprehensive compliance calendar. • Support the Offices of the Business Manager and Principal in carrying out regulatory duties, such as completing annual documentation. • Maintain a knowledge of contemporary compliance requirements, and support the College Leadership Team in meeting those requirements. • Support the induction processes for all new starters and visitors, in setting up training of all staff, including contractors to ensure they are educated and compliant with the College’s Risk Management and Child Safe requirements. <p>4. Policy Management</p> <ul style="list-style-type: none"> • Develop and maintain the College’s registry of policies, including planning a calendar for the review and updating of all policies. • Work closely with the College Leadership Team to ensure staff familiarity with policies including liaising with external bodies to deliver training if required. • Assist in ensuring that all policies, practices and procedures connected with business risk management and workplace health and safety are properly documented, readily available, clearly understood, continuously improved and utilised by all College personnel. <p>Undertake other relevant, fair and reasonable work instructions pertaining to the role as directed.</p>
<p>Key Qualities, Relevant Skills, Knowledge and Experiences</p>	<p>Within the context of the role described, the incumbent will be expected to demonstrate, and performance will be measured against, the following;</p> <ul style="list-style-type: none"> • Extensive experience working with risk management frameworks and relevant legislation; • An ability to be solutions-focused with a growth mindset; • Experience in writing, reviewing and implementing policies; • Empathy, confidentiality, commitment and agility; • A high level of attention to detail, accuracy and exemplary time management skills; • Experience working with risk management data bases and electronic systems, plus skills in Office 365 / Microsoft Office; • Experience using Visio or other process flow charting tools; • Experience working in diverse, complex, high-risk environments; • An ability to develop training programs and facilitate small groups; • An ability to write concise reports and conduct trend analysis; • A calm and effective demeanour in emergency situations; • A current drivers' licence; • Physical health to enable movement and working around two large campuses.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Relevant tertiary or vocational qualification in Occupational Health Safety, Risk Governance or Compliance. • Experience related to monitoring and implementing safe operating systems, risk identification processes, and reporting / auditing against lead indicators to mitigate risk and identify continuous improvement opportunities.

<p>Conditions of Employment</p>	<ul style="list-style-type: none"> • As and when needed, this role may require duties to be fulfilled outside of the normal workday hours. • 6 weeks annual leave. • Generous Salary Sacrificing opportunities. • Positive culture of diversity and inclusion. • Current Working with Children’s Card (Employee). • It is expected that all staff will support the Christian ethos of an Anglican school. • 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 well-being 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.
<p>Application Process</p>	<p>Written applications should be emailed to humanresources@overnewton.vic.edu.au by Wednesday 15 March 2023 and should include:</p> <ul style="list-style-type: none"> • a brief cover letter addressing experience relevant to the key responsibilities. (not to exceed one double sided page). • the contact details of two referees, one of whom should be your current line manager. Note that referees will not be contacted without your prior consent. <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (9334 0115)</p> <p>In the first instance, further enquiries about this position should be directed to the Director of Human Resources, Simone Lambert (9334 0147)</p>
<p>Selection Process</p>	<p>A preliminary short list of applicants will be prepared, and first-round interviews conducted by a panel.</p> <p>Second round interviews may be conducted.</p> <p>Final appointments are made by the Principal or delegate.</p>

**Applications will be processed upon receipt
Final date for applications is Wednesday 15 March 2023**