

Position Description	
Position:	Risk and Compliance Coordinator
Campus:	Woodleigh
Faculty/Department:	Finance and Administration
Reports to:	Director of Business and School Operations
Committees:	Member of OHS Committee Member of Policy and Risk Committee Member of Privacy Committee
Key Relationships:	Principal, Human Resources Manager, Heads of Campus, Deputy Principal – School Administration, Director of Outdoor Education
School Overview:	
<p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
Position Summary:	
<p>The Risk and Compliance Coordinator is responsible for supporting Woodleigh's enterprise risk, compliance and incident management systems.</p> <p>The Risk and Compliance Coordinator will also be responsible for supporting leadership with the implementation of the Schools Occupational Health and Safety (OHS) direction and developing relevant policies and procedures to support the OHS across the school.</p> <p>The position holder will also maintain the role of Privacy Manager for the school.</p> <p>The role is to foster and promote a culture of risk awareness and safety.</p>	
Key Responsibilities:	
<ul style="list-style-type: none"> • Monitor policies and procedures for appropriate compliance with regulations • Promote a strong culture of respect for and adherence to risk and compliance principles and practices by organising training and guidance for staff, as required. • Support a risk management and compliance audit program to review the effectiveness of controls against standards or agreed targets and ensure continuous improvement 	

- Support and audit relevant quality assurance systems across the School
- Provide support to risk and compliance owners to assist them to define, rate and manage their risk and compliance obligations
- Monitor industry and regulatory updates impacting the School as well as evolving best practices in compliance control and work with policy owners to ensure these are reflected in School policies and procedures
- Ensure a framework exists for complaints and incidents, and ensure it is robust and in compliance with regulations
- Support external auditors as required and/or provide assistance to ensure successful outcomes
- Assisting policy owners understand their compliance obligations and controls
- Administrative support and oversight of the schools policy and procedure review cycle and systems
- Attend and contribute to regular management and Committee meetings and other appropriate forums
- Preparation of regular Board reports as and when required
- Investigate (with leadership if required) and report on incidents to external bodies and recommend and manage corrective action
- In conjunction with the responsible staff, support risk assessments for School trips, excursions, tours, sporting events and functions where requested by manager, and support relevant staff to develop methods and systems to assess risk.
- Undertake the role of School Privacy Officer
- Coordinate Compliance Day training schedule, content and event
- Manage the school's risk assurance system

OHS

- Provide staff with relevant information and training on the School's Health and Safety systems and procedures, including advising on equipment purchase and workplace practices.
- Support the development and implementation of health and safety management systems and practices across the School in line with prevailing legislation and Australian Standards
- Monitor, evaluate and review existing, new and upcoming Health and Safety legislation and review School has systems and procedures to meet legal compliance
- Conduct regular risk assessments, Health & Safety inspections and review of the School's fire safety, emergency evacuation and first aid provision (noting that this does not include operational management of fire safety, evacuations or the first aid function)
- Where required, work with the Human Resources team to support the Return to Work and Injury management compliance processes.
- Coordinate external OHS audits as they arise and/or provide assistance as required
- As required, provide support and advice to Heads of Campus as they conduct regular risk assessments, Health & Safety inspections and manage the School's fire safety, emergency evacuation and first aid provision
- Coordinate and attend the OHS committee for regular meetings and follow up of action items as required
- Manage HSR nominations, training and support through appropriate channels
- Prepare risk, compliance and OHS reports for school leadership

Selection Criteria:

Experience and Skills:

Must be able to demonstrate:

- An understanding of appropriate behaviours when engaging with children
- Proven experience (4+ years) in a Risk and Compliance role
- In-depth knowledge of the industry's standards and regulations

- Excellent knowledge of reporting procedures and record keeping
- Excellent communication skills
- Proven track record of formulating and implementing risk and compliance management strategies and operating practices
- Experience of implementing policies and procedures

Qualifications

- A current Certified Practicing Risk Management or relevant like qualification with at least 4 years' experience in risk, compliance and quality management systems

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

Desirable:

- Worked in an education or not for profit based organisation.
- Experience of undertaking internal audits
- Experience of writing, maintaining and monitoring business continuity plans
- Proven track record of implementing organisational quality management systems
- Proven change management skills
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Conditions of Employment:

- A Working with Children's Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Human Resources
Date prepared:	04/12/2024
Employee Signature:	
Date:	