

POSITION DESCRIPTION

Sustainability, Risk & Compliance Manager

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the
fullness of life”
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Sustainability, Risk & Compliance Manager will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Sustainability, Risk & Compliance Manager will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

At John Paul College, the Sustainability, Risk & Compliance Manager will work closely with the Business Manager, Leaders and the Senior Leadership team to ensure that the alignment of corporate governance, risk and compliance accountability framework is consistent with the vision of the Melbourne Archdiocese of Catholic Schools (MACS) and the College's Strategic Plan. They will manage the day-to-day operations of risk mitigation and ensure policy and procedures remain up to date and compliant, including Occupational Health & Safety practices. They are responsible for ongoing assessment and auditing of environmental practices, monitoring sustainable organisational practices and communicating green strategies to the community.

RESPONSIBILITIES AND SPECIFIC DUTIES

Risk & Compliance

- Oversee the College's Risk Management Framework – including coordinating the reporting system to ensure risks are understood and effective management strategies are implemented
- Maintain and manage the College's Risk Register including:
 - Annual reviews
 - Risk identification
 - Assessment of the integrity of risk controls
 - Implementation and monitoring of Risk Action Plans
- Assist the Principal to manage and develop the Critical Incident Management Plan including, updating and revising the Emergency Management Plan
- Plan and coordinate emergency evacuations and lock down drills in consultation with the Senior Leadership Team
- Contribute to a positive culture of risk management awareness in the College
- Manage the delegations and authorities requirements of MACS
- Manage the process for documenting fit and proper persons declaration and other related statutory requirements annually for school leaders and the School Advisory Council
- Review and implement IT tools to assist in risk management
- Provide regular reports to the Principal, Business Manager and relevant committees
- Advise on costing of and budgeting for risk management activities
- Keep up to date on legal and/or regulatory changes that may impact the College and make recommendations where existing policies and procedures may require review
- Coordinate the policy review process, including maintaining the College's Policy Register, governance and compliance documentation

- Review and maintain the College's Management System documentation to ensure on-going compliance to VRQA requirements for Registration and accreditation
- Implement and maintain relevant policies, procedures, forms and templates, record keeping and training to ensure legislative, regulatory and registration compliance across all areas of the College. This includes, but is not limited to Child Safety, Privacy, Governance, Risk and Complaints handling
- Establish procedures on improvements for hazard identification, risk assessments and control procedures
- Monitor procedures and adapt, where necessary, to ensure the statutory compliance of facilities, plant, equipment, tools and operating credentials of staff
- Establish, implement and monitor procedures for the prompt reporting and investigation of all injuries, accidents and near miss accidents
- Notify Worksafe of Reportable incidents and prepare Return to Work Plans for injured workers in consultation with the Business Manager and HR Manager
- Manage Risk Assessments for activities and support staff with training to ensure best practice

Occupational Health & Safety

- Chair the OHS meetings and communicate outcomes for College staff
- Report incidents to MACS
- Coordinate the College's external and internal OHS audit inspection program and ensure compliance with OHS obligations
- Establish, maintain and improve the collation, interpretation and distribution of OHS related information and statistical data
- Ensure all new staff receive an appropriate OHS induction upon commencement at the College
- Ensure that external contractors receive an induction appropriate to the circumstances of under which they are engaged by John Paul College
- Work with senior staff in technical areas such as Science, Technology or Facilities Maintenance to ensure new staff receive additional safety inductions for higher risk areas or activities
- Deliver training and presentations on risk and compliance management as required

Promotion of Safe Work Practices

- Arrange ongoing training for staff on issues such as manual handling, prevention of slips, trips and falls, ladder safety, and ergonomics
- Perform regular safety inspections of school classrooms and facilities to ensure compliance
- Liaise with the various departments such as Facilities Maintenance, Science, Technology and others to ensure all school equipment is well maintained and safe for use

Sustainability

- Assess organisation policies and processes to identify areas in and processes to which improvement can be made in accordance with the College's commitment to sustainability
- Draft and prepare reports, presentations, and proposals for the Principal, Senior Leadership Team, School Advisory Council and other stakeholders as required
- Develop and maintain appropriate documentation and records including budgets and other financials
- Prepare documentation required for project funding for various environmental initiatives including proposals and grant applications

Other duties as directed

- Coordinate and update policies and procedures related to any special events as and when it becomes necessary i.e. COVID-19 Pandemic
- Remain up to date with the legal / regulatory changes that may impact the College in relation to special events
- Attend Senior Leadership Team meetings as required
- Attend Education Support staff meetings and whole staff meetings as required
- Support and comply with the implementation of John Paul College's Child Safety & Wellbeing Policy and Child Safety Code of Conduct, and other policies and procedures relating to child safety
- Other duties may be assigned as required by the Principal or Business Manager to meet the needs of the College

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

The success applicant should be able to demonstrate:

- A commitment to supporting the Catholic ethos of the College and its mission
- Relevant experience in Governance, Occupational Health and Safety and Risk & Compliance
- Strong administration skills and the ability to work autonomously and collaboratively as requested
- Effective time management skills with the ability to prioritise a range of tasks
- Proven capacity to innovate and to manage complex projects efficiently
- Ability to initiate procedural improvements and develop sound internal systems
- Commitment to meeting quality standards, and the willingness to update their skills and knowledge on a regular basis
- Ability to build strong relationships with staff
- Be well organised and highly proficient in Word, PowerPoint and Excel with excellent written and verbal communication skills
- Ability to act with discretion and confidentiality in all matters relating to staff and students
- Have a valid Working with Children Check (WWCC) and a current National Criminal Record Check before starting employment
- The ability to ensure compliance and prioritisation of Child Safety Standards

REPORTING RELATIONSHIPS

REPORTS TO: Business Manager

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, Director of People and Culture, Heads of Middle and Senior Learning, Heads of Middle and Senior Students, Director of Operations and other positions as appropriate

POSITION CLASSIFICATION

Ongoing Position	START DATE	ASAP	FULL TIME	8.00am to 4.06pm (30 mins for lunch)
This role is classified as a 'Education Support Officer', Category C, Level 4 with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended. (A category C employee is one who normally works 45 weeks per year and receives 7 weeks paid school holidays in accordance with the above agreement).				
Must hold valid employee <i>Working with Children</i> check and provide a current National Criminal Check on commencement.				

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Education Support Employees must hold a valid and current employee *Working with Children* check.