



# Position Description



## Safety, Risk and Compliance Officer

<b>Reports To</b>	Deputy Principal
<b>Position Classification</b>	Education Support Officer Category C (7 weeks leave during school holidays)
<b>Salary Level</b>	Level 4 (\$90,269 to \$102,822 dependent on experience)
<b>Tenure and FTE</b>	Ongoing Full Time
<b>Conditions</b>	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

### Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

### Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

### Position Summary

The Safety, Risk and Compliance Officer supports the Principal and Leadership Team by coordinating key functions across occupational health and safety, emergency management, risk management, compliance and child safety. The role ensures that the College maintains effective



systems, meets its regulatory obligations and continues to build a positive culture of safety and risk awareness.

This is an operational role with strategic elements. This position requires initiative, sound judgement and the ability to provide informed advice, coordinate processes and support staff in meeting their responsibilities.

## **Key Accountabilities**

The Safety, Risk and Compliance Officer will take responsibility for the following areas:

1. Compliance Coordination
2. Risk Management
3. Occupational Health and Safety (OHS)
4. Return to Work Coordination
5. Emergency Management
6. Child Safety
7. Systems Administration & Training
8. General Responsibilities

### **1. Compliance Coordination**

The Safety, Risk and Compliance Officer plays a key role in coordinating the College's compliance obligations and ensuring that regulatory requirements are met in a timely and accurate manner.

- Maintain the College's Compliance Register, ensuring all obligations are accurately recorded, categorised and assigned to responsible staff.
- Monitor compliance deadlines and proactively coordinate the collection of required evidence and documentation.
- Support the College's adherence to VRQA Minimum Standards, including tracking evidence, preparing documentation and coordinating review cycles.
- Ensure compliance with sector-specific requirements (VCEA, MAEL, VIT, VCAA, ACARA, DET), monitoring updates and coordinating required actions.
- Support the policy development and review cycle by tracking review dates, preparing draft updates and coordinating consultation and approval processes.
- Develop and maintain the College's contract register, monitoring key dates and ensuring contractual obligations are met.
- Coordinate compliance-related training requirements, including child safety, privacy, OHS and emergency management.
- Assist with internal and external audits by preparing documentation and supporting staff to meet audit requirements.
- Prepare compliance updates for the Board, Principal and the Leadership Team.
- Support staff understanding of compliance expectations and assist with the use of compliance systems.
- Monitor legislative and regulatory changes and communicate implications to relevant leaders.
- Ensure compliance documentation is stored and maintained in accordance with College procedures.



## 2. Risk Management

This role supports the College's risk management framework by coordinating processes that identify, assess and mitigate risks.

- Maintain and update all College risk registers, ensuring risks are clearly described, assessed and assigned appropriate controls.
- Prepare annual Risk Management Workplans
- Support staff to prepare high-quality risk assessments for excursions, camps, events, overseas tours and higher-risk learning areas.
- Review risk assessments for completeness and alignment with College procedures and child safety requirements.
- Monitor emerging risks by analysing incident trends, hazard reports and audit findings.
- Assist in implementing and following up risk mitigation strategies.
- Support the development of internal controls by identifying gaps and recommending practical improvements, and reflect this in the risk register.
- Prepare risk-related summaries or updates for the Board and relevant committees or leaders.

## 3. Occupational Health and Safety

The Officer leads the coordination of OHS across the College, ensuring a safe environment for staff, students and visitors.

- Chair the OHS Committee, preparing agendas, recording minutes and tracking action items.
- Conduct or assist with regular workplace inspections, hazard identification and safety audits.
- Ensure hazards and incidents are documented, investigated and closed out with appropriate corrective actions.
- Maintain all OHS documentation, including incident reports, hazard logs, safety manuals, safety data sheets (SDS) and contractor OHS records.
- Provide guidance to staff on safe work practices, risk controls and PPE requirements.
- Review contractor compliance documentation (insurance, registrations, WWCC, OHS policies).
- Coordinate First Aid and Emergency Warden compliance, including training schedules and certification tracking.
- Promote OHS awareness through communication, induction content and modelling safe behaviours.
- Support staff in using incident and hazard reporting systems and ensure follow-up actions are completed.

## 4. Return to Work Coordination

As the College's Return to Work Coordinator, the Officer supports injured staff and ensures compliance with legislative requirements.

- Lodge initial work cover claim and follow through with claims processing.



- Coordinate the Return to Work (RTW) process for staff with work-related injuries or illnesses.
- Liaise with the Business Manager, Human Resources Manager, insurers, treating practitioners and external providers.
- Prepare and maintain RTW documentation, ensuring confidentiality and accuracy.
- Monitor staff progress and adjust RTW plans as required.
- Maintain up-to-date knowledge of RTW legislation and obligations.
- Provide clear, empathetic communication to staff throughout the RTW process.

## 5. Emergency Management

The Officer is responsible for ensuring the College is prepared for emergencies and meets all regulatory requirements.

- Coordinate the development, maintenance and annual review of the Emergency Management Plan (EMP).
- Organise emergency drills (evacuation, lockdown, shelter-in-place) in accordance with regulatory requirements.
- Support staff training in emergency procedures, including induction and refresher training.
- Maintain emergency management documentation, including drill records, warden lists and site maps.
- Provide operational advice to the Leadership Team on emergency preparedness.
- Ensure emergency equipment is monitored and maintained by relevant staff or contractors.
- Liaise with external agencies (CFA, SES, emergency consultants) as required.

## 6. Child Safety

With the Principal and Deputy Principal, the Officer supports the College's commitment to child safety by ensuring compliance with legislation and embedding child-safe practices across College operations.

- Maintain child safety documentation, including registers, risk assessments and training records.
- Ensure child-safe considerations are embedded into all student-related risk assessments.
- Support staff understanding of obligations under the Child Safe Standards and the College's Code of Conduct.
- Monitor Working with Children Check compliance and support HR processes.
- Raise child safety concerns promptly with appropriate leaders.
- Support integration of child safety requirements into induction, training and policy review processes.

## 7. Systems Administration and Training

The Officer ensures that risk and compliance systems are effectively maintained and used across the College.

- Administer the College's risk and compliance software systems.
- Provide training and support to staff on system use (incident reporting, policy access, contractor induction, risk assessments).
- Monitor system usage and identify opportunities for improvement.



- Support integration of compliance and safety requirements into staff induction.
- Liaise with software providers when required.
- Prepare system-generated reports for leaders or committees.

## 8. General Responsibilities

The Officer contributes to the effective functioning of the College by supporting broader administrative and compliance needs.

- Act as the College's Privacy Officer.
- Prepare reports, handbook updates and communications as required.
- Maintain accurate records to meet statutory, audit and internal requirements.
- Provide timely advice to the Principal and Leadership Team on emerging compliance, safety or risk issues.
- Participate in relevant committees and working groups.
- The Safety, Risk and Compliance Officer will, at times, be required to undertake other duties related to the role as directed by the Principal.

## Selection Criteria

- Certificate IV in Risk, Compliance, Work Health and Safety or related field
- Working With Children Check and National Police Records Check (or willingness to obtain)
- Experience in risk, compliance or OHS in an education or similar environment.
- Demonstrated knowledge and experience in risk and compliance oversight and reporting.
- Demonstrated knowledge and experience in risk management practices.
- Understanding of Managing Return to Work claims and processes (desirable).
- Knowledge of Australian Standards and relevant legislation and regulations.
- Excellent time management and the ability to work with minimal supervision while meeting necessary deadlines.
- Planning, organisational and time management skills with the ability to manage a diverse range of projects concurrently.
- High level of administration skills, organisational ability and attention to detail are essential skills.
- Commitment to a superior level of customer service/customer experience ethos and ability to deal with internal and external clients in a professional and empathetic manner.
- Flexibility and willingness to work as a member of a high energy and harmonious team.
- Excellent database skills, Microsoft Word, Excel (data reporting) and PowerPoint.

## Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)



- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

### **Team Membership**

- OHS Committee
- Governance and Policy Committee
- Risk Management Reference Group

### **Other Requirements**

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL  
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