



POSITION DESCRIPTION

SAFETY, RISK AND COMPLIANCE OFFICER

REPORTS TO	Deputy Principal
POSITION CLASSIFICATION	Education Support Officer Category C (7 weeks leave during school holidays)
SALARY LEVEL	Level 5 (\$107,245 to \$118,390 pro rata dependent on experience)
TENURE AND FTE	Ongoing Part Time (0.8FTE)
CONDITIONS	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 is a specialist role responsible for leading and overseeing the College's safety, risk, compliance, emergency management and child safety frameworks. The



position provides expert advice to the Principal and Leadership Team, ensures legislative and regulatory obligations are met, and drives the continuous improvement of systems, processes and practices across the College.

The position operates with a high degree of autonomy and professional judgement, providing strategic and operational advice, identifying emerging risks and compliance requirements, and developing and implementing effective controls and improvement strategies.

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. Risk, Compliance and Safety Systems and Training
8. General Responsibilities

1. Compliance Coordination

The Safety, Risk and Compliance Officer leads and oversees the College's compliance framework, ensuring legislative and regulatory obligations are identified, monitored and met. The position provides specialist advice to leaders and manages the day-to-day operational requirements of compliance systems and processes.

- Lead and maintain the College's Compliance Register, including monitoring obligations, deadlines, evidence and responsible staff.
- Oversee compliance with VRQA Minimum Standards and relevant sector requirements, including VCEA, MAEL, VIT, VCAA, ACARA and DET.
- Coordinate policy review, compliance training, audits and assurance activities within the portfolio.
- Monitor legislative and regulatory changes, assess implications and advise relevant leaders on required actions.
- Prepare compliance reports and updates for the Board, Principal and Leadership Team.
- Provide specialist advice and practical support to staff on compliance requirements and systems.
- Maintain accurate compliance records and identify opportunities to strengthen systems, processes and controls.

2. Risk Management

The Safety, Risk and Compliance Officer leads and oversees the College's risk management framework, ensuring risks are identified, assessed, controlled, monitored and reported. The position provides specialist advice and manages the day-to-day operation and improvement of risk management processes.

- Lead and maintain the College's risk management framework and risk registers.
- Develop and implement the annual Risk Management Workplan and monitor key risk priorities and actions.



- Provide specialist advice and practical support in the preparation and review of risk assessments.
- Monitor and analyse emerging and systemic risks, including incident, hazard and audit trends.
- Lead the implementation and monitoring of risk mitigation strategies and internal controls.
- Provide risk advice, reporting and recommendations to the Principal, Leadership Team, Board and relevant committees.
- Maintain accurate risk records and identify opportunities for continuous improvement.

3. Occupational Health and Safety

The Safety, Risk and Compliance Officer leads and oversees the College's OHS framework, ensuring legislative obligations are met and effective safety systems and controls are maintained. The position provides specialist advice and manages the day-to-day operational requirements of OHS.

- Lead the OHS Committee and coordinate workplace inspections, hazard identification and safety audits.
- Oversee the reporting, investigation and resolution of hazards and incidents.
- Maintain OHS records, systems and documentation, including contractor compliance requirements.
- Provide specialist advice on safe work practices, risk controls, PPE and OHS obligations.
- Coordinate First Aid and Emergency Warden compliance, including training and certification.
- Monitor OHS trends and legislative changes and advise leaders on emerging risks and required actions.
- Coordinate OHS training, communications and continuous improvement initiatives.

4. Return to Work Coordination

As the College's Return to Work Coordinator, the Safety, Risk and Compliance Officer manages workers compensation and return to work processes, ensuring legislative compliance and supporting safe and sustainable outcomes for staff.

- Manage WorkCover claims and coordinate the Return to Work process.
- Develop, maintain and review RTW plans and associated confidential documentation.
- Liaise with staff, leaders, insurers, treating practitioners and external providers.
- Provide advice on RTW obligations, workplace adjustments and appropriate strategies.
- Monitor claims and RTW trends and identify opportunities for prevention and improvement.
- Maintain current knowledge of workers compensation and RTW legislation and requirements.

5. Emergency Management

The Safety, Risk and Compliance Officer leads and oversees the College's emergency management framework, ensuring appropriate preparedness, compliance and continuous improvement.

- Lead the development, implementation and annual review of the Emergency Management Plan.
- Plan, coordinate and evaluate emergency drills and exercises.
- Coordinate emergency procedures training, including induction and refresher training.



- Maintain emergency management records, warden lists, site maps and related documentation.
- Provide specialist and operational advice to the Leadership Team on emergency preparedness and emerging risks.
- Monitor emergency equipment and coordinate maintenance with relevant staff and contractors.
- Liaise with emergency services and external specialists as required and coordinate post-incident reviews.

6. Child Safety

With the Principal and Deputy Principal, the Safety, Risk and Compliance Officer provides specialist risk and compliance oversight to support the College's child safety framework and embed child-safe practices across College operations.

- Maintain and oversee child safety registers, risk assessments, training records and compliance evidence.
- Lead the integration of child safety considerations into student-related risk assessments.
- Provide advice and support to staff and leaders regarding Child Safe Standards and the College's Code of Conduct.
- Monitor Working with Children Check compliance in consultation with Human Resources.
- Monitor child safety compliance, identify emerging risks and escalate concerns appropriately.
- Coordinate the integration of child safety requirements into induction, training, risk management and policy review.
- Monitor legislative and regulatory changes and contribute to continuous improvement.

7. Risk, Compliance and Safety Systems and Training

The Safety, Risk and Compliance Officer leads the effective administration and continuous improvement of the College's risk, compliance and safety systems, ensuring they support compliance, reporting and informed decision-making.

- Lead the day-to-day administration and maintenance of risk, compliance and safety systems.
- Provide training and practical support to staff and leaders in their effective use.
- Monitor system usage, data quality and reporting and identify opportunities for improvement.
- Liaise with software providers and coordinate system issues and enhancements.
- Integrate risk, compliance, safety and child safety requirements into relevant induction and training.
- Prepare reports, analysis and dashboards for the Principal, Leadership Team, Board and relevant committees.
- Ensure system records and documentation meet legislative, regulatory and College requirements.

8. General Responsibilities

- 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

- Relevant tertiary qualification in risk management, compliance, OHS, governance, business or a related discipline, or extensive relevant experience.
- Working With Children Check and National Police Records Check (or willingness to obtain).
- Demonstrated substantial experience in risk, compliance, OHS, governance or a related specialist function.
- Demonstrated ability to interpret legislation, regulations and standards and translate requirements into practical systems, processes and controls.
- Demonstrated experience providing specialist advice to senior leaders and relevant stakeholders.
- Demonstrated ability to analyse complex information, identify emerging risks and provide sound, practical recommendations.
- Demonstrated experience leading projects, systems improvement or organisational change.
- Demonstrated knowledge and practical experience in risk management, compliance oversight and reporting.
- Knowledge of relevant Australian Standards, legislation and regulatory requirements.
- Demonstrated ability to work autonomously, exercise sound professional judgement and manage competing priorities.
- Highly developed organisational, communication and interpersonal skills, with strong attention to detail.
- Proficiency in relevant systems and Microsoft Office applications, including Word, Excel 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
AUGUST 2026

