Saint Ignatius' College
Riverview

Role Description

Work, Health & Safety Officer

Department/Faculty	Risk & Compliance
Reports To	Chief Risk Officer
Direct Line Manager	Compliance and Quality Assurance Manager
Location	Senior Campus
Type of Employment	This position is a temporary, part-time position and the successful applicant will be required to work 22.8 hours per week.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Clerical & Administration Level 3

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Work, Health & Safety Officer supports the College to maintain a safe, compliant and proactive work environment by coordinating WHS systems, documentation, incident and hazard records, training requirements, audits and reporting. Working closely with the Chief Risk Officer and the Quality Assurance Manager, as well as other key stakeholders, the role helps monitor compliance, identify trends and risks, and ensure corrective actions are tracked and completed in accordance with legislative requirements and College policies and procedures.

Role Responsibilities

Compliance & Documentation

- Maintain WHS policies and procedures
- Update WHS registers and risk assessments
- Manage document control
- Track corrective actions

Incident Management

- Manage incidents and hazards
- Assist investigations
- Monitor workers compensation cases with Payroll where required
- Prepare reporting data

Training Administration

- Maintain training matrices and liaise with Department Heads to ensure individual staff compliance
- Track licences and certifications
- Assist P&E with staff inductions
- Assist to develop online safety and compliance training courses
- Schedule refresher training for Compliance training

Audits & Inspections

- Support internal audits
- Maintain audit records
- Follow up corrective actions

Reporting

- Produce quareterly safety reports
- Analyse trends
- Track KPIs
- Prepare executive dashboards

Success Criteria

- WHS policies, procedures, registers, risk assessments and controlled documents are accurate, current and maintained in accordance with legislative and College requirements.
- Incidents and hazards are recorded promptly and accurately, investigations are supported effectively, and corrective actions are monitored through to completion.
- Training matrices, licences and certifications are kept current, with inductions and refresher training coordinated within required timeframes.
- Internal audits and inspections are well supported, records are complete, and identified actions are followed up in a timely manner.
- Quarterly safety reports, KPI data and executive dashboards are accurate, timely and provide meaningful analysis of trends and emerging risks.
- Positive and collaborative relationships are maintained with the Chief Risk Officer, Quality Assurance Manager, People & Engagement, Payroll, Property Services Team and other key stakeholders.
- The role demonstrates initiative, responsiveness and flexibility in managing changing priorities while consistently maintaining confidentiality, accuracy and professional standards.

Selection Criteria

- Relevant qualifications or demonstrated experience in work health and safety, risk, compliance or a related administrative role.
- Sound knowledge of WHS legislation, regulations, codes of practice and contemporary safety principles.
- Strong organisational and administrative skills, with the ability to maintain accurate records, manage competing priorities and meet deadlines.
- Well-developed analytical and reporting skills, including the ability to identify trends, monitor corrective actions and prepare clear reports and dashboards.
- Effective written and verbal communication skills, with the ability to engage constructively with staff and stakeholders at all levels.
- Demonstrated ability to work collaboratively as part of a team, build positive working relationships and contribute to shared ideas and outcomes.
- A flexible and adaptable approach, with the capacity to respond positively to changing priorities and operational requirements.
- High levels of discretion, initiative and attention to detail, with a commitment to confidentiality and continuous improvement.

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeraigal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeraigal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.