



## Occupational Health & Safety Administration Officer Position Description

### The Position

<b>POSITION</b>	Occupational Health & Safety Administration Officer
<b>CLASSIFICATION</b>	PVCC Enterprise Agreement
<b>APPOINTMENT</b>	Long Service Leave Cover – Part Time – Contract Position
<b>LOCATION</b>	Plenty Valley Christian College, Doreen
<b>REPORTS TO</b>	Business Manager

### The Role

The OHS Administration Officer will assist the Business Manager and school staff members to develop and maintain best practice programs and policies to support a positive Safety Management culture and assist the School in meeting regulatory, legal and operational obligations with respect to Safety.

### About the business

Plenty Valley Christian College (PVCC) is a K3 to Year 12, Co-educational Christian College of approximately 800 students. We are one College with four sub-schools, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children.

Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. We use the world-class IBO Primary Years Program as well as the respected Arrowsmith Program.

### The Person (Key Selection Criteria)

Staff at Plenty Valley are selected on the basis of outstanding professional and personal qualities. Expectations include:

- a commitment to a relationship of faith and obedience to God, lived out both in personal and communal aspects of life – this would be evidenced by a clear understanding and acceptance of the redemptive work of Christ, a commitment to private and corporate prayer and Bible study, and regular involvement with a Christian church, community or fellowship group
- the ability to model the values and character qualities of biblical Christianity within the school community
- a demonstration of high standards of personal presentation, organisation, communication with



other staff and parents, and in respecting the ethos and protocols of the College

- a clear sense of calling and desire to work within a Christian Environment
- demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a courteous manner
- an ability to manage time and prioritise tasks to achieve set outcomes.
- demonstrated knowledge of computer skills, including basic Windows, Microsoft Office, internet and email
- compliance with the College's Child Safe Policies and Staff Code of Conduct (available on the College website)
- a current working with children check is mandatory.

### **The Position Objectives**

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Administration team, the Occupational Health and Safety (OH&S) Administration Officer plays a pivotal role in improving and overseeing risk and compliance across the College. The College is required to meet a broad range of mandated risk and compliance requirements as well as manage a wide array of day to day operational risks. To be effective in this environment, risk management and compliance must be undertaken consistently within a well-structured and understood framework that provides adequate transparency, oversight and action. The College looks to this role to advance and support a risk management, compliance and safety culture in all of its operation.

This role is relied upon as the College's centre of expertise for risk and compliance matters and needs to provide the College's Occupational Health & Safety Committee and Board with appropriate advice and reporting so as to ensure that requirements are understood, obligations met and performance is clear. Whilst the OH&S Administration Officer has definite oversight and control accountabilities, the role must also be an enabling resource that assists informed decision making and supports a broad range of College activities.

The OH&S Administration Officer works closely with staff across the College, including Maintenance and the Principal. There may be times when the OH&S Administration Officer has access to personal and or sensitive information and they must exercise discretion and maintain a high level of confidentiality at all times.

### **The Key Responsibility Areas**

The OH&S Administration Officer has direct responsibility to the Business Manager.

### **Duties and Responsibility**

Risk Management:

- Review, develop and implement systems and procedures to appropriately manage risk;
  - Assess, monitor and report on the effectiveness of the risk controls;
  - Manage and maintain the College's Risk Register;
  - Report to the OH&S Committee and Board on any material changes to the College's risk profile and make recommendations to them in relation to risk and safety;
  - Develop informative reporting on risk profile and controls;
  - Lead the systematic review of the management policies and strategies;
  - Support staff to develop risk assessments for activities (e.g. Excursions, camps, overseas



trips)

- Compliance and Policy:
  - 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;
  - Initiate and oversee the policy review process in conjunction with the OH&S Committee and Board, including maintenance of the College's policy register;
  - Maintain a compliance reporting register to ensure all obligations are met and resource planning can occur as necessary;
  - Periodically review / audit compliance activities or policy matters requiring attention;
  - Develop and provide OHS training for staff as required – including initial induction and ongoing training;
  - Manage the programs of compliance for all areas of the College;
  - Prepare and maintain Safety Management System documentation such as Risk Assessment templates, Procedures, Work Instructions and Guidelines for the School;
  - Assist managers to prepare and maintain Safety Management System documentation such as Risk Assessment templates, Procedures, Work Instructions and Guidelines for their area of influence.
  
- Conduct Safety inspections, audits and assessment at the School.
- Conduct incident investigations in conjunction with relevant managers.
- Conduct training needs analysis to determine training needs for staff and arrange suitable training courses to fulfil School requirements.
- Source or Prepare and present safety training materials and programs for staff and monitor feedback.
- Provide relevant H&S Induction Training for all new staff and contractors.
- Provide safety risk assessment procurement advice on the introduction of new technology and work practices.
- Review Safety requirements for proposed and existing contractors.
- Arrange training following the introduction of new technology and work practices.
- Create and maintain a library of information necessary for training.
- Provide the necessary stimulus to promote a continuous improvement culture in the school.

### **Key Relationships:**

- Academic Staff
- College Nurse
- Facilities Manager
- OHS Committees
- Emergency Planning Committees
- Independent Schools Victoria (ISV)
- Relevant State and Federal Departments



### General:

- Provide advice and support to College staff.

### Experience and Skills

- Highly developed administration skills.
- Excellent general computer skills. i.e. Word and Excel.
- Appropriate qualifications in Safety and Risk Management is desirable.
- Have the ability to relate effectively to management and staff at all levels.
- Have well-developed written and oral communication skills.
- Highly developed report-writing skills.
- Effective planning and development skill.
- Good analytical, evaluation and decision making skills.
- Capacity to work independently and systemically.
- Knowledge of Safety Legislative requirements concerning OH&S.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Plenty Valley Christian College reserves the right to vary this position description to meet the changing needs of the College.

Plenty Valley Christian College values student safety, including child safety. All staff are required to adhere to the School's policies. Plenty Valley Christian College is a Child Safe organization and has zero tolerance for child abuse.



## Other Duties

### **Compliance Responsibilities**

All staff are required to comply with all policies, procedures and requirements for:

- **risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson
- **occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

### **Skills & Knowledge**

#### **Demonstrated Specialist Skills & Knowledge**

- previous experience in a similar role is essential
- experience at similar organisations such as independent schools will be an advantage
- strong interpersonal skills
- high degree of Excel and Microsoft Office software and web based programs competence
- strong written and verbal communication skills with a high degree of accuracy
- solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality and diplomacy

#### **Management Skills**

- excellent people, communication and leadership skills with dynamic work habits
- ability to manage time and planning and to organise own work to achieve set and specific objectives in an efficient way and within resources available

#### **Interpersonal Skills**

- interact with people on all levels and maintain a high degree of confidentiality

#### **Qualifications & Experience**

- relevant qualifications supported by the completion of relevant industry-based training or experience
- experience in an OH&S role and exposure to a similar environment highly desirable
- current Working With Children Check