

Position description

COMPLIANCE OFFICER



REPORTING TO:	Business Manager
APPOINTMENT:	Part Time (0.4 FTE)
CLASSIFICATION:	PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five sub-schools: Kindergarten, 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 Christian College 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. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

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

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Compliance 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 College in meeting regulatory, legal and operational obligations with respect to safety. The College looks to this role to advance and support a risk management, compliance and safety culture in all of its operations.

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 Business Office team, the Compliance Officer plays a pivotal role in improving and overseeing risk and compliance across the College.

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RESPONSIBILITIES

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

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 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 their area of influence

Safety and Training

- Conduct safety inspections, audits and assessment at the College
- 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 College requirements
- Source or prepare and present safety training materials and programs for staff and monitor feedback
- Provide relevant OH&S Induction Training for all new staff and 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

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Compliance Officer reports directly to the Business Manager. The Compliance Officer has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College and on approved activities outside the College. The Compliance Officer, in consultation with the Business Manager, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working. The Compliance Officer is responsible for making reports to the OH&S Committee and Board, as directed by the Business Manager.

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 Compliance Officer has definite oversight and control accountabilities, the Officer must also be an enabling resource that assists informed decision making and supports a broad range of College activities.

ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Relevant qualifications and / or experience in Compliance / OH&S position
- Demonstrated knowledge of computer skills, including advanced Windows, Microsoft Office, internet and email
- Ability to work independently and as part of a close-knit team
- A high standard of personal presentation and integrity
- Display initiative, common sense and the ability to problem solve / have a solution focused mindset
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification
 - First Aid Level II qualification, highly desirable but not essential

Specialist skills

- Previous experience at a similar organisation highly desirable but not essential
- Excellent communication skills and the ability to relate to both students, staff and the wider community
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs
- Experience communicating through multiple platforms, including Teams and Zoom
- Ability to build strong professional relationships
- Ability to manage time and prioritise tasks to achieve set outcomes
- Excellent customer service skills and telephone manner
- General understanding of the services and programs of a private school

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Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Flexibility and commitment to teamwork and collaboration
- Ability to provide information to a culturally diverse public
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Punctuality

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.
- **Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behavior and discrimination.
- **Code of conduct and dress code** – comply with all standards.
- **Confidentiality** – always maintain a high level of confidentiality.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

Position description

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POSITION ACCEPTANCE

I accept the position description as stated above, and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ **Date** __/__/____

Manager:

Name _____

Signature _____ **Date** __/__/____