



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

Risk and Compliance Officer

Position Description

Somerville House exemplifies excellence in education. At the heart of all decision-making are our students and ensuring that our pedagogy, programs, infrastructure, facilities and educational experiences continue to contribute to our vision of educating girls to be fearless leaders of change, developing excellence, confidence and connection to their individual purpose. All staff at Somerville House should have a strong commitment to independent education in a Christian environment.

Purpose of the Role

Reporting to the Deputy Principal, the Risk and Compliance Officer will be responsible for ensuring compliance with the legal obligations of the School by having oversight of Work Health and Safety (WHS), risk management and policies and procedures. This role will be required to design frameworks and implement processes to improve current practice and compile regular reports outlining the School's status in regards to compliance and improvement.

This is a term-time part-time position involving up to 2 days per week (15.2 hours). In general, the work hours can be negotiated over the working week to suit both the preferences of the applicant and the operational needs of the School.

Reporting Relationships

The Risk and Compliance Officer reports directly to the Deputy Principal and the Principal thereafter.

Key Responsibilities

- Implement procedures to ensure the school fulfils its WHS obligations under the Work Health and Safety Act (the Act) 2011 and Regulations
- Assess, control and review WHS risks, identifying areas for improvement and resolving issues as they arise
- Collate and analyse data and provide periodic WHS & Compliance reports/recommendations on health and safety performance for the School and its Early Learning Centre
- Conduct risk assessments, hazard inspections and coordinate safety and compliance audits when required under the Act
- Ensure risk assessments pertaining to incursions, excursions, camps, interstate and overseas tours are coordinated and prepared with Academic staff
- Convene and chair the School Work Health and Safety Committee to meet on a term basis
- Work with the Facilities Manager to ensure there are appropriate contractor inductions, training and Safe Operating Plans in place
- Review the annual maintenance plan in conjunction with the Facilities Manager
- In conjunction with the Deputy Principal, manage the development, implementation and review of policies and procedure to ensure legislative compliance and best practice
- Co-ordinate the School Emergency Plan, so that the Lockdown and Fire Evacuation management is regularly scheduled for drill and review
- Provide support for accreditation and other external audits as required

Essential Personal Attributes

- Demonstrated ability to manage WH&S and compliance processes
- Understanding of the educational or childcare sector (preferred, but not essential)
- Proven experience in identifying risks with the ability to analyse, manage and understand underlying causes; devise, recommend and implement appropriate action plans
- The ability to provide leadership with a variety of key stakeholders across the organisation
- Ability to quickly develop a rapport and to positively influence workplace culture
- Highly refined communication skills, both written and oral
- Commitment to equity and diversity
- Exceptional personal standards of honesty, integrity and professionalism
- Commitment to the School's Purpose, Vision and Values

Education/Qualifications

- Tertiary or diploma qualifications relevant to risk management
- Current Blue Card or eligibility to apply

Term of Employment

The Risk and Compliance Officer will be appointed on a term-time part-time basis. This position will be remunerated under the PMSA Enterprise Bargaining Agreement 2017 in accordance with skills and experience.

Application Requirements

All applications must include the official Employment Application Form for Non-Teachers (available under the 'Careers at Somerville House' section of our website), as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to employment@somerville.qld.edu.au

Please mark applications to the Attention of: The Principal, Somerville House.

Applications for this position close 3.00pm Monday 16 March 2020

| EMPLOYEE SIGN OFF |
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| I have read and understand the requirements of this position. I acknowledge that this Position Description document has been designed to indicate the general nature and level of work performed by the incumbent |

and is not a comprehensive listing of all responsibilities, tasks and outcomes. I acknowledge that the Position Description may require amending and updating periodically, due to changes in responsibilities and organizational requirements.

| | |
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| NAME | |
| Signature | |
| Date | |