



ST LAURENCE'S COLLEGE

A Catholic College for boys in the Edmund Rice tradition

ADMINISTRATION ASSISTANT - COMPLIANCE

Position Description

The Administration Assistant - Compliance is appointed by the Principal and works in collaboration with and under the immediate direction of the Business Manager and operates within the parameters for a Catholic School in the Edmund Rice tradition as established by Edmund Rice Education Australia (EREA).

1. POSITION PURPOSE

The Administration Assistant - Compliance is responsible for the overall administration and maintenance of the College's compliance database, incident and risk management programs, WHS and regulatory reporting. They will be required to work with senior management as well as wider College staff to act as a change agent to continue to develop a safety and compliance culture.

The Administration Assistant - Compliance will comply with all EREA and College Policies and ensure that the College Vision & Mission is supported.

2. POSITION REQUIREMENTS

- Openly support the Christian values of the College
- Wear photo Identification Card when on duty
- Implement College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*).
- Meet the requirements of the Selection Criteria on page 5 of this document.

3. POSITION RESPONSIBILITIES & DUTIES

Key Responsibility 1: Compliance – Human Resources & WHS

Duties:

- Take responsibility for the maintenance of the CompliSpace platforms:
 - *Policy Plus* (Risk Management, Compliance, Child Protection, Health and Safety)
 - *Assurance* (Risk Management and Incident Notification); and
 - *Staff Learning System* (mandatory induction modules and professional online learning)to ensure capability and compliance.
- Assist with the coordination and ongoing compliance training support for staff to ensure that all relevant persons are trained on a regular basis.
- Assist with the full process and compliance of Blue Cards for all non-teaching positions linked to the College.

- Coordinate and ensure compliance of all people involved with the College have completed Child Protection training online and internal face to face training.
- Ensure compliance capabilities and performance are factored into contracts with external suppliers.
- Undertake internal compliance reviews, when required.
- Monitor work healthy and safety (WHS) policy performance, record incidents, analyse data to identify breaches and implement controls.
- Review and monitor the Critical Incidents Policy.
- Ensure the evacuation and lockdown policies and procedures are in place.
- Assist with the coordination of the drills for evacuation and lockdowns and testing alarms.
- Record any staff feedback and ensure follow up.
- Coordinate WH&S Hazard Register risk assessment process across the College.
- Monitor the staff and student incidents and injuries, and follow up and/or instigate investigations, should they be required and communicate the outcome and any actions required.
- Coordinate and provide administration support to the WHS Committee – scheduling meetings, requesting items to add to the Agenda and distributing, attending meetings and taking Minutes.

Key Responsibilities 2 – Compliance – Risk Management

Duties:

- Facilitate the establishment and effective implementation of policies and procedures that are required to effectively manage risk within the College.
- Facilitate the continuous monitoring of changes in College activities and ensuring that risks arising from any significant changes are considered within the risk framework.
- Assist the College with conducting risk assessments.
- Review and provide advice on risk assessments for all tours, camps, activities and excursions, as required.
- Facilitate the maintenance of the College Risk Register.
- Systemically identify, analyse, evaluate, and develop targeted actions to respond to risks through the administration and maintenance of the College's Risk Register.
- Prepare Risk Reports.
- Assist with management of internal practices, procedures and systems to ensure the College and its staff comply with the Australian Privacy Principles and the Notifiable Data Breaches scheme as it relates to the Privacy Act 1988 (the Act).

Key Responsibility 3: Compliance – Finance

Duties:

- Maintain the Business Continuing Management (BCM) Program documentation.
- Ensure BCM Recovery Plans are developed, and appropriately implemented and maintained.
- Coordinate BCM testing.
- Provide and/or facilitate BCM related training as required.

Key Responsibility 4: Other

Duties:

- Carry out all other duties and/or tasks as directed from time to time by the Business Manager and/or Principal.

4. COMMITTEE MEMBERSHIP

- WHS Committee (minute taker)
- Risk & Compliance Committee (a sub-committee of HR Meeting) – once a term
- Attendance or membership at any other Committee, as directed by the Business Manager.

5. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY

This position reports ultimately to the Business Manager and Principal, but closely supports/reports to those listed below who are responsible for compliance in their departments:

- The Business Manager (Risk, Finance)
- The Deputy Principal (HR, Risk, WHS)
- The Director of Human Resources (HR, Risk, WHS)
- The Facilities Manager (WHS, Risk, Finance)
- The Director of Sport (Sport)
- The Camp Manager (Camp Laurence).

6. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith.

All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

7. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

8. REMUNERATION & HOURS

Classification:	School Officers Award Level 5 (or 6 dependant on training/experience)
Work hours:	Monday to Friday 7.45am – 3.50 pm Some after-hours work may be required from time to time
Tenure:	Permanent, full-time
Terms & Conditions:	Please refer to letter of appointment.

SELECTION CRITERIA

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

Selection Criterion 1 – Qualifications/Experience

- At least 2-3 years' experience in a Senior Administration role
- Training in the area of Compliance, HR, WHS, etc will be offered to the successful candidate
- Certificate IV in Workplace Health & Safety, would be looked at favourably, but can be attained once in the role
- Must have a current Blue Card prior to commencing in the role
- Must have a current First Aid Certificate or be willing to attain this certification.

Selection Criterion 2 – Administration Skills

- Demonstrated strong administration skills
- Some experience in drafting policies and procedures and familiarity with legal legislation, would be looked at favourably
- Have the ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills
- Have the ability to work well under pressure and to meet deadlines
- Be able to respond rapidly to change.

Selection Criterion 3 – Technical Skills

- Demonstrated strong computer skills in all Microsoft applications
- Demonstrated database experience in updating and retrieving data for reports (with excellent accuracy), preferably in a risk management system
- Ability to develop, implement and maintain compliance and risk management policies, processes and systems.

Selection Criterion 4 – Communication Skills

- Exceptional communication, influencing and negotiation and stakeholder engagement skills for effective collaboration
- Strong communication and interpersonal skills - both oral and written
- Commitment to meet quality standards
- A willingness to update their skills and knowledge on a regular basis
- Ability to work in a team environment.

Selection Criterion 5 – Christian Ethos

- Demonstrated integrity and professional ethics
- A personal commitment to the Mission and ethos of the College.
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School

APPLICATION PROCESS

Applications should contain the following:

1. Covering letter addressing each of the Selection Criteria on page 5 of this document;
2. Two current professional referees; and
3. Current Curriculum Vitae.

Note: All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

Applications should be forwarded via email to:

Mr Chris Leadbetter
The Principal
St Laurence's College
Email: employment@slc.qld.edu.au

Enquiries may be directed to:

Ms Lorraine Kopp
Director of Human Resources
Mobile: (07) 3010 1165
Email: lkopp@slc.qld.edu.au

Applications close: 9am, Monday 18 January 2021

REVIEWED: 2/01/2021