



All Hallows' School

Duty Statement

Risk and Compliance Officer

The Risk and Compliance Officer is responsible for developing and operating the School's enterprise risk management system by leveraging people, process and technology transformation opportunities. The person in this role will provide expert advice and develop the School's policies, procedures and reporting across work health and safety, risk management and compliance matters. Discretion, sound judgement and confidentiality are essential requirements of this role along with the ability to develop sound relationships with all staff, parents and contractors.

Demonstrated support for the spiritual life of the School:

- Witness to the Catholic values of the School.
- Participate in School worship and liturgy.
- Demonstrated faith as an integral part of the mission of the School.

Support School policies and procedures:

- Actively support and implement all School policies and procedures.

The Risk and Compliance Officer is responsible for undertaking the following duties:

Risk Management and Compliance

- Develop, implement and maintain the School's Enterprise Risk Management system.
- Develop processes to systemically identify, measure, manage, monitor, review and report on risks.
- Conduct individual risk assessments and reviews, particularly relating to overseas tours and other higher risk activities.
- Manage the School's compliance program including the examination of specified risk areas under the direction of the Business Manager.
- Manage and maintain the school compliance calendar including the monitoring of compliance with disclosure and lodgement obligations and deadlines.
- Investigate and provide direction in all compliance related matters and ensure that the School is compliant in all areas.
- Develop, implement and review policies and procedures relating to risk and compliance matters, in response to changing school needs.
- Provide expert advice as required to the Leadership Team and the Risk and Compliance Committee.
- Work with others to encourage and promote risk management practices across the school.
- Facilitate staff knowledge of compliance policy and practice through a program of information updates.

Fire Emergency Procedures

- Oversee and ensure the timely update of emergency procedures i.e. lockdown, ambulance procedure, 555 emergencies, bomb threat, emergency evacuation.

Update of School Handbook

- Coordinate the review and update of the School Handbook repository of documentation to ensure the currency and availability of these materials to staff at all times.
- Develop and maintain other registers including but not limited to the Risk, Blue Card compliance, Contracts and Insurance registers.

Mandatory Staff Training, Blue Cards and Work Health and Safety

- Organise delivery of all mandatory training for staff and ensure the follow up and reporting of non-compliance against mandated training requirements.
- Keep informed about pending industry changes, trends, and best practices and assess the potential impact of these changes on organisational processes.
- Ensure policy documentation is reviewed on a regular basis and available to the Leadership Team in a timely manner.
- Coordinate the process for Workers Compensation.
- Be responsible for the effective update and implementation of the Work Health and Safety Policy and Procedure, including the operation of the Work Health and Safety Committee.
- Assist in workplace assessments and conduct work health and safety training courses.
- Coordinate the teaching and non-teaching staffing allocation and risk assessment processes for all School overnight trips, including all national and international trips and tours and provide the first point of contact for trip planning by Tour Coordinators.
- Develop and maintain blue card procedures and provide regular compliance reports to the Business Manager and/or the Principal.
- Perform other duties as requested from time to time by the Principal or her delegate.

Reporting Relationship:

The Risk and Compliance Officer is responsible to the Principal in all matters pertain to the position and reports regularly to the Business Manager.

November 2017