



ST MARY'S
COLLEGE

APPLICATION PACKAGE

Risk and Compliance Officer



Catholic
Education
Tasmania

Student Focused
Christ Centred
Learning for Life

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

ST MARYS COLLEGE

Position Description

Title	Risk and Compliance Officer
Award	<i>Tasmanian Catholic Education Single Enterprise Agreement 2024</i>
Classification	Business Services Level 4

Environment

St Mary's College, Hobart is a Catholic school providing education for girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

The Position

The Risk and Compliance Officer is accountable for providing functional WHS management expertise to provide safe and secure school facilities, grounds and environments that enhance student learning outcomes and comply with statutory obligations. The role exercised substantial responsibility.

The Risk and Compliance Officer works with broad direction, referencing theoretical principles and policies to work assignments, providing strategic and specialist advice in area of responsibility to improve effectiveness and performance, and using discretion, judgment and initiative in performance of role.

Within the role the Risk and Compliance Officer supports the Catholic Identity and Evangelising Mission and builds relationships within the school and wider community to realise the school's mission and vision and assist students to achieve enhanced learning outcomes.

Organisational Requirements

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

Key Result Areas

Under the guidance of the Director of Business and Operations, tasks include;

Work health and safety management

- Contribute to the development of the College's safety culture, WHS focus and legislative compliance.
- Contribute to the development and implementation of best practice safety and risk policies, procedures and guidelines for the College.
- Manage implementation and ongoing support for a whole-School risk register.
- Coordinate the College's hazard, injury and incident registers
- Coordinate the College's Emergency Evacuation and Lockdown procedures to ensure that procedures meet required standards and that staff and students understand these procedures.
- Coordinate the implementation of risk assessments, controls and risk mitigation arrangements and assist with the maintenance of the Compliance Risk Items and Task Items located in CompliSpace..
- Uphold and follow the College's Work Health and Safety Policy and procedures, such as but not limited to Risk Assessment, Hazard and Injury Reporting and Electrical Safety.
- Conduct investigations into reported hazards and serious injuries and provide effective support for the long term control and mitigation of any identified risks.

- Act as the College's representative to WorkSafe Tasmania and manage all 'notifiable incidents', as prescribed in the *Work Health and Safety Act 2012* and any other matters related to this authority.
- Maintain the College's Contractor Safety Management Process.
- Assist with the planning and facilitate the education, training and up-skilling of staff through the development and delivery of effective WHS and Risk Management training programmes.
- Act as an ex-officio member of the College's Health and Safety Committee and provide administrative support to the Committee.
- Regularly analyse and report on safety, health and risk key performance indicators to the College Executive, Board and Governing Council.
- Act as the College's representative with WorkSafe Tasmania and Work Cover Tasmania and manage all 'notifiable incidents' and any other matter related to these authorities.
- Maintain and regularly review operational compliance procedures and standard operating procedures such as electrical testing and tagging and tag out isolation.
- Support the Property Services Manager to ensure compliance with the requirements of the Essential Safety and Health Features and Measures.
- Maintain and manage the WWVP register for staff, contractors and visitors on site.
- Liaise with stakeholders regarding general and workers compensation insurance and claims. Perform duties of rehabilitation officer for the College if not provided by the insurer.
- Respond to WHS information requests from TCEO and external agencies.
- Prepare an annual Essential Services plan and provide information for School registration processes.
- Ensure all new staff, volunteers and contractors receive a WHS induction and complete mandatory Child Safe training.
- Provide support and approvals for excursions using Consent to Go software.
- Actively participate and represent the College at network meetings such as CathEdSafe and Tasmanian Independent Schools OH&S Networking Group.
- Act as designated Privacy Officer, as required under the Privacy Act 1998 (Cwth), and assist in compliance with, and implementation of, the Australian Privacy Principles.
- Follow reasonable work requests or directions related to Work Health and Safety.
- Perform other duties as required by the Principal or Director of Business and Operations.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web software.
- Utilise specialised programs relevant to Risk and Compliance.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws

Personal Capabilities

- Knowledge and experience in developing and implementing Work, Health and Safety strategies in a busy environment with competing demands.
- Proficient with office equipment and technology and the use of various software.
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity.
- Able to work collegially in a team environment.
- Able to apply high level communication skills both verbally and in writing to a wide range of people.
- Excellent time management and organisational skills.
- Demonstrated accuracy and attention to details.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

Evidentiary Requirements

Essential

- Valid Working with Vulnerable People Registration.
- Current and satisfactory National Police Criminal History Check (NPCHC).
- Diploma or Certificate IV in Work Health and Safety.

Desirable

- Experience in an education environment
- Current first aid qualification
- Current Tasmanian vehicle driver licence

Environmental Conditions and Physical Demands

The Risk and Compliance Officer works mostly in an office-based environment using a variety of office technical equipment and resources, including specialised software and databases. Some intrastate travel may be required. Attending meetings and events outside of core hours is required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Infrequent manual handling may be required.

Overview

St Marys College is seeking a dynamic and talented individual to join our team as a permanent, full time employee.

We are seeking a proactive and experienced Risk and Compliance Officer to join our team. Reporting to the Director of Business and Operations, you will play a key role in fostering safe, compliant, and supportive learning environments that enhance student outcomes and meet legislative obligations

St Mary's College is the only all-girls Catholic school in southern Tasmania for over 980 students in Kindergarten to Year 12. Our vision is for a dynamic environment in which young people can fulfil their spiritual, academic and personal potential. Our team supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

Terms of Appointment

Terms and conditions of employment are in accordance with the Tasmanian Catholic Education Single Enterprise Agreement (2024).

Additional Position Information

Start Date: May 2025

Role Status: Permanent, Full time (76 hours per fortnight)

Hours of Work: Monday to Friday, 8.00am – 4.36pm

Classification: Business Services - Level 4

(Indicative full time equivalent salary \$82200- \$88437 per annum, plus 11.5%

Superannuation)

Probation: 6 Month Probation Period

Location: St Marys College, 164 Harrington St Hobart

Employment Conditions: As per the Tasmanian Catholic Education Single Enterprise Agreement 2024

Application Submissions

Please ensure that you submit the following with your application:

- Cover letter (no more than 1 page) stating the reasons why you wish to work at the College and what you can bring to the role.
- A current resume/CV
- Details of your WWVP registration

Applications with required accompanying documentation should be submitted via the online form on the vacancy page.

CLOSING DATE FOR APPLICATIONS: Wednesday 14 May 2025 at 12.00pm

Please note:

Applications will not be accepted after the closing date.

Interviews - The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

Confidentiality - Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.