



MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 18 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1650 students from Year 7 through to Year 12 and enjoys an excellent reputation in the local community.

MacKillop is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and innovative personnel for the following newly created full-time positions commencing immediately or at a mutually convenient time:

Risk and Compliance Manager

The Risk and Compliance Manager plays a pivotal role in improving and overseeing risk and compliance across the College. This person manages the day-to-day operations of risk mitigation and policy and procedures development, ensuring that the College meets its compliance and assurance obligations as determined by the relevant external organisations. These organisations include Catholic Education Commission of Victoria (CECV), Victorian Registrations and Qualifications Authority (VRQA), and the Department of Education and Training (DET).

The Risk and Compliance Manager works closely with all teaching and educational support staff, ensuring that the College meets its governance obligations. The role of the Risk and Compliance Manager is to:

- a) keep up-to-date on legal and/or regulatory changes that may impact the College and ensure policies and procedures are compliant with current legislation
- b) investigate and provide direction in all compliance related matters and ensure that the College is compliant in all areas
- c) manage risk and compliance obligations through Complispace
- d) develop, review and update compliance, Workplace Health and Safety (WHS) and risk management policies and procedures
- e) ensure policy documentation is reviewed on a regular basis and available to the Leadership Team in a timely manner
- f) release policies once ratified by the Leadership Team and College Advisory Board
- g) ensure that all policies, practices and procedures are properly documented, readily available and clearly understood by all stakeholders
- h) liaise with the Business Manager and relevant Deputy Principal(s) to gradually introduce the various modules of Complispace as required
- i) in conjunction with the relevant Deputy Principal(s), provide:
 - staff with training associated with risk, compliance and WHS (eg emergency procedures training) as required
 - new staff with appropriate induction materials
 - assist staff in the development of risk assessments for activities (eg. camps, retreats, excursions, outdoor education experiences, overseas trips) and review assessments prior to sign-off
- j) provide expert WHS advice strategically and operationally whilst contributing and implementing WHS initiatives

- k) record and ensure the compliance training by staff has been completed (eg Mandatory Reporting, Child Protection, Asthma and Anaphylaxis, WHS, Bullying and Harassment)
- l) regularly review and update the Risk Register to ensure that the College appropriately manages all recognised risks
- m) conduct WHS and risk assessments and reviews
- n) review and advise on operational risks at the College in conjunction with other staff members and external consultants, as required
- o) manage the College's Victorian Institute of Teaching (VIT) register, Working With Children Check (WWCC) register and Volunteer register
- p) establish, develop and maintain records of site induction of contractors, consultants, etc

The successful applicant will:

- be appropriately qualified
- demonstrate enthusiasm
- support and respect the ethos of the College and its environment

Your application must contain:

- The prescribed Application for Employment Form
- Curriculum Vitae

These should be forwarded no later than **10am on Monday 23 October 2017** to:

The Principal
MacKillop College
PO Box 522, WERRIBEE VIC, 3030
Tel: (03) 8734 5200 Fax: (03) 8734 5271
Email: employment@mackillop.vic.edu.au

The MacKillop College community promotes the safety, wellbeing and inclusion of all children.