

## Job Description

<b>Role Title</b>	Risk and Compliance Officer
<b>Network</b>	EREA Oscar Romero Flexi Schools Network (ORFSN)
<b>Location</b>	Rostrevor College Office - Adelaide, SA
<b>Report</b>	Business Manager/Network Principal
<b>Contract</b>	Part-time (0.8 FTE). Full-time could be negotiated
<b>Hours of Duty</b>	Monday to Friday (Work hours negotiable)
<b>Band/Wage Scale</b>	In accordance with <i>South Australian Catholic Schools enterprise Agreement 2017</i> . ESO Grade 5 or 6 – dependent upon qualifications and experience

***Aboriginal and Torres Strait Islander people are encouraged to apply.***

### Background:

Edmund Rice Education Australia (EREA) Flexi Schools Networks is an initiative of Edmund Rice Education Australia. EREA Flexi School Network services including Flexible Learning Centres (FLCs), offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the EREA Flexi services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Flexi Schools Networks provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

### Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Historic Youth+ Foundation and FLC Occasional Papers (available on the website [www.ereafsn.edu.au](http://www.ereafsn.edu.au) ).

### Primary Role:

The Risk and Compliance Officer role is the provision of effective management of the key functions of Complispace Platform, WH&S, Student Duty of Care, Child Protection, and Risk Management. The Risk and Compliance Officer supports the Business Manager in the daily implementation of the risk and compliance systems and processes.

The role assists with all aspects of safety and risk management, including assisting with the completion and maintenance of risk assessments and risk and compliance registers via the Network's Risk Management System (CompliSpace - Assurance), under the direction of the Business Manager.

In conjunction with the Network Deputy/Head of Policy and School Improvement, key tasks will include developing and updating the Network's Complispace Policy Platform for policy and procedures, the co-ordination of Compli-learn staff learning system and compliance audits to drive a culture of continuous improvement.

The incumbent will be a highly skilled office administrator who can work autonomously with the capacity for self-direction within the Risk & Compliance field. Competence in using computer packages for work processing, data entry and for generating computer system reports from a database is an essential requirement.

### Qualifications and Key Characteristics:

- Qualifications at Degree, Diploma or Certificate level.
- At least 3 years minimum experience in risk and compliance area.
- A current DCSI Clearance from the Department of Human Services (Screening) – **essential**.
- Ability to gain a Catholic Clearance from the Archdiocese of Adelaide – Screening & Verification Authority – **essential**.

### Highly Desirable

- Qualifications in Occupational Health & Safety, Legal, Business Administration or Accounting background.
- Experience of compliance and risk systems software.
- Intermediate/Advance knowledge of Microsoft Office Suite.

### Key Relationships:

The Risk and Compliance Officer works collaboratively with all staff and reports to the Network Principal through the Business Manager. Key accountability is also through the Network Deputy/Head of Policy and School Improvement.

### Duties and Responsibilities:

#### Complispace Policy and Compliance

The Compliance framework covers legal and regulatory obligations as well as those arising from organisational policies and contractual obligations. In Collaboration with the Network Deputy/Head of Policy and School Improvement, Network Team and Site leaders:

- Oversee the EREA Oscar Romero Flexi School Network Complispace Policy platform including:
  - Facilitating the identification of key compliance obligations, with the support of legal and other relevant resources, to enable actionable policies and procedures to be developed.
  - Providing or organising ongoing compliance platform training for staff to ensure that all relevant staff are fully trained, on a regular basis.
  - Implementing a compliance reporting timeline.
  - Monitoring and measuring compliance performance.
  - Undertaking compliance reviews.
  - Ensuring the compliance program is reviewed on a regular basis.
  - Facilitating the appropriate maintenance of compliance records.
  - Reviewing the overall effectiveness of the Compliance Program annually.

#### Complispace – Compli-Learn

Under the direction of the Network Principal and Heads of Campus:

- Provide the initial training/support for staff to access and use the Compli-Learn platform.
- Assign necessary and regulatory training as required.
- Support the development and accountabilities for staff training.

- Provide audit reports to Heads of Campus when requested.
- Liaise with regulatory bodies as needed.
- Maintain an up-to-date database on Compli-Learn for each site.

### **Child Protection**

- Oversee the compliance reporting in relation to Child Protection and Child Safeguarding
  - In collaboration with Network Principal and Heads of Campus, ensure Network and Site compliance for Working with Children Check are up-to-date and maintained.
  - Undertake compliance audit on Working with Children Clearances bi-annually.
  - Oversee the Assurance and Reporting requirements for the EREA Child Safeguarding Standards.

### **Risk**

- Supporting staff with the CompliSpace Risk Management System.
- Assist in the development, review and implementation of the Network's and Campus' Risk Management Strategy.
- Assist with the completion and maintenance of risk assessments and risk and compliance registers.
- Provide check of consistency, completeness and integrity of risk assessments and management plans.
- Coordinate compliance site audits and investigations as required.
- Monitor progress of risk mitigations and compliance activities.
- Work with all Heads of Campus and staff to promote a culture of compliance in all aspects of WH&S.
- Provide guidance to staff in the areas of risk and compliance.

### **Safety**

- The administration of the WH&S program, in conjunction with the Network Principal (or nominee), Heads of Campuses, and WH&S Committees if applicable.
- Ensure maintenance and preventive maintenance of facilities required by WH&S is undertaken as designated by the Network Principal, Business Manager and Heads of Campus.
- In collaboration with the Network Principal, Business Manager and Heads of Campus, and Catholic Education Office WH&S Consultants, lead the development and maintenance of best practice WH&S culture.
- Support the Business Manager in regard to Return to Work Coordination.
- Liaising with Head of Campus, School Administration Officers and external contractors (as directed by the Business Manager) to ensure the maintenance of buildings and equipment.
- In collaboration with Network Principal, Business Manager and Heads of Campus, support the recruitment and training of Fire Wardens and First-Aid Officers.
- In collaboration with Network Principal, Business Manager and Heads of Campus, ensure that all employees, contractors, volunteers, invitees and students receive appropriate information/training to use designated places, materials and equipment safely within the school.
- In collaboration with Network Principal, Business Manager and Heads of Campus, ensure that all contractors are appropriately licensed and insured for the work that they are undertaking.
- Be aware of and obtain access to expert WH&S advice via Catholic Education Offices Consultants or other relevant organisations as required.
- Coordinate workplace safety inspections and audits ensuring that relevant WH&S registers and records are maintained.
- Consult with colleagues on any Risk issues providing advice in response to queries and requests from employees, contractors and volunteers as appropriate.

- In collaboration with Network Principal, Business Manager and Heads of Campus, source appropriate WH&S training information for employees, volunteers, and contractors working on campus, in line with the needs of each site and licence requirements.

### Strategic Values:

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

<b>SAFETY</b>	Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.
<b>RELATIONSHIP</b>	Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.
<b>COMMUNITY</b>	Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.
<b>TRANSFORMATION</b>	We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible
<b>Eco-JUSTICE</b>	Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

### Job Description Acceptance:

I, (print name) ..... have received, reviewed and fully understand the Job Description for the Risk and Compliance Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: ..... Date: .....