



ROLE DESCRIPTION

Position Title	Compliance Advisor
Classification	Category A ESO with 4 weeks leave
Time Allocation	Fulltime - 8.25am till 4.31pm each day
Reports to	Principal
Direct reports	Business Manager
Appointment Terms	Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2013) Remuneration in accordance with (VCEMEA 2013)

Avila College Mission Statement

We offer Avila girls the best Catholic education and inspire successful future.

We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.

We teach, guide and support our girls to achieve that vision for themselves.

We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

Avila College Vision Statement

We inspire our girls today to become successful women tomorrow

Avila College Child Safety Commitment

Avila College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment

Position Overview

The role of the Compliance Advisor at Avila College is to:

- Work with the Principal, Executive Team and key staff to ensure the College meets all strategic and operational objectives relative to compliance and risk management in a Catholic educational setting i.e. OHS, Worksafe, VRQA, DEEWR, Catholic Education Melbourne (CEM)
- Support the Avila College community by reviewing current general processes regularly and where appropriate promote amendments to the Principal, Executive Team and key staff
- In conjunction with the Principal, provide updates to the College community regarding any necessary changes to practices, policies and guidelines as required
- Work with the Principal and the Business Manager to ensure that the College is meeting its statutory compliance obligations in relation to the maintaining and the storage of mandatory records
- As the Principal's nominated Occupational, Health and Safety representative, organize relevant meetings and report any major issues in a timely manner to the Principal and the Business Manager
- Review and develop an appropriate Compliance / Risk management structure that will identify College strategies, practices, relevant policies and guidelines in all areas of the College that will continually support a safe workplace for the College community.

Position Description

The accountabilities within the role are as follows but not limited to:

Position accountabilities	Details
Practices, Policies, Procedures and Guidelines	<ul style="list-style-type: none"> • In conjunction with the Business Manager and other relevant staff create and maintain a College Policy Register that meets the VRQA standards in common law and duty of care requirements. • Ensure the College community are informed of all policies, procedures and guidelines that require ownership within the College. These include but are not restricted to; <ul style="list-style-type: none"> - Workplace Health and Safety (OH&S - Victoria) - First Aid - Workplace Gender Equality - Child Safety - Workplace and Equal Opportunity - Anti Bullying • Monitor legislative developments and practices within the educational sector, which may impact on the College, particularly in the areas of governance, health and safety, and ministerial orders • In conjunction with the Business Manager and the Head of Operations develop, review and implement policies, procedures and guidelines for the efficient and effective operation of the College • Work with appropriate members of the Executive and Leadership teams (and other relevant staff) to document College processes as evidence of compliance when required i.e. OHS, VRQA, DEEWR • Facilitate the cyclical reviews of all policies, procedures and guidelines to reflect current legislation • Work with the HR Advisor to ensure the College is compliant with human resource management policies, procedures and guidelines
Safe Workplace Requirements	<p>As the Principal's designated Occupational Health and Safety Officer provide information and assistance to staff on health and safety, and work-related issues, including:</p> <ul style="list-style-type: none"> • In conjunction with the Business Manager and Head of Operations develop and assist in the implementation of compliant policies, practices and procedures relating to Occupational Health and Safety and risk management in the workplace • Promote strategies to engage staff in the ownership of workplace safety emphasising the development of sound work practices • Work with the Executive and Leadership teams when required to ensure understanding of the obligations of the employer within our local context • Co-ordinate OHS Committee meetings (1 each term) • Record Staff and Student Incident Reports and report at OHS meeting for each term's incidents • Provide OHS minutes to the Principal and Executive Team and publish on SIMON (intranet) and the staff noticeboard in a timely manner • In conjunction with the Business Manager and Head of Operations review the College risk assessment processes for all areas of the College and provide an annual report to the Executive Team if possible changes are required • Respond to any OHS issues raised by staff that pose an immediate risk in a timely manner liaising with the Business Manager, Maintenance Supervisor or other parties as required
Induction	<ul style="list-style-type: none"> • Assist when required with maintenance contractor induction • Review the Maintenance Contractor's Preferred Supplier induction program annually with the Business Manager

Incident/ Accident Reporting	<ul style="list-style-type: none"> • Meet regularly with the Head of Operations to assist reviewing the general processes and procedures relating to incident/accident reporting for all members of the College community • In conjunction with the Head of Operations and the Business Manager establish an online incident reporting system for the College community to utilize • Liaise with the Directors of Pastoral Care regarding the follow up of any possible CCI Student Insurance cases identified from the reports received • Liaise with the Student Service Officer regarding the distribution of student insurance information • Provide monthly reports to the Executive Team on all reportable incidents/ accidents that may have occurred during the daily operations of the College or at approved College events • Follow up with the Business Manager regarding any staff Worksafe issues within 24 hours of occurring • Ensure appropriate action has been taken to eliminate or control risk of reoccurrence of an incident where required
Specific Statutory Compliance	<ul style="list-style-type: none"> • Work with the Business Manager to set up an online Learning Assessment Tool for monitoring staff awareness on units of compliance • Set up practises that will continually align to updating information that is relative to the VRQA 4 yearly review • Work with the Executive Team to organise the documentation, both soft and hard copy that will be required by the VRQA review date • As the Principal's designated Occupational Health and Safety Officer report to Worksafe any notifiable incidents/accidents on behalf of the College when required • Assist the Business Manager in reviewing all RTO contracts to meet the required statutory standards and to ensure correct payments are made for all VET certificate courses • Work with the Deputy Principal Students to ensure all administrative processes relating to student incident records both in Student Services and the Health Centre areas are aligned to the VRQA requirements
Projects	<ul style="list-style-type: none"> • Special projects as they arise from time to time as directed by the Principal and/ or the Business Manager
Other duties and responsibilities	<ul style="list-style-type: none"> • Keep abreast of current issues and trends through organisations such as CCI, CEM, VRQA and DEEWR • Provide an annual action plan that drives continual improvement throughout the College • Identify annually professional learning goals for self-improvement • Complete an initial 3 year compliance strategic plan and provide an update every 3 years to the Principal and the Business Manager • Provide to the Business Manager a compliance budget submission annually aligned to the Compliance strategic plan • Other duties as assigned by the Principal and / or Business Manager
Business Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Staff, OH&S Committee • Works collaboratively with the Principal, the Business Manager, Head of Operations and the EA to the Principal to ensure the compliance responsibilities of the College are met • Assists when required the Executive and Leadership Team members to ensure the needs of the College are met. <p>External:</p> <ul style="list-style-type: none"> • Wider College community • Catholic Education Melbourne (CEM) • CCI • Worksafe

Position requirements (Essential Criteria)	
Skills	<ul style="list-style-type: none"> • A demonstrated ability to write policies and procedures • Strong interpersonal and communication skills with ability to build productive, highly effective working relationships and to liaise at all levels of the College and externally. This includes an ability to effectively motivate and engage stakeholders, negotiate and resolve conflict • Strong planning and organisation skills and ability to prioritise and multi-task in a fast paced environment, meeting deadlines. • Ability to recognise opportunities for change • Demonstrated ability in leading, implementing and reviewing quality processes and strategies that are relevant in a school context • Ability to operate autonomously, work collaboratively with a team and be flexible and adapt to changing circumstances • Demonstrated initiative and innovative thinking in dealing with issues in a decisive, sensitive and consistent manner • Strong time management skills with an ability to meet deadlines • Highly developed capacity to use Microsoft Office suite and apply leading edge ICT
Experience	<ul style="list-style-type: none"> • Significant experience in Compliance / Risk administration with a solid understanding of Workplace safety regulations, Governance and the theory of risk management • Demonstrated experience in change management • Preference for prior experience in the secondary educational sector
Education/Qualification	<ul style="list-style-type: none"> • Degree qualification in Workplace Relations / Law and /or post graduate qualifications in Workplace Safety, Risk Management, Governance or related areas
Personal Attributes	<ul style="list-style-type: none"> • Must be able to communicate effectively with all members of the College Community and internal/external suppliers • Motivated and organised • Sound judgment • Must have an eye for detail - to ensure issues are resolved properly and not left unfinished or in an unsatisfactory state
Meetings / Event Attendance	<ul style="list-style-type: none"> • Executive, Leadership and Board Meetings where appropriate • Staff Briefings • Recognised calendared events as listed in the College statement of duties
Specific Requirements	<ul style="list-style-type: none"> • Must have a valid Working With Children Check • Successful completion of National Police Record Check • Willingness to complete DET Mandatory Reporting e-learning module prior to commencement (non- government schools) • Knowledge or readiness to learn about Child Safety Standards • Anaphylaxis training – 22300vic accreditation or to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed
School wide accountabilities	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures • Maintain excellent communication and relationships with students and other staff • Proactively participate in meetings, community and faith days, school events and Mass as required by the school • Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success

	<ul style="list-style-type: none">• Demonstrate Avila College's values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues• Adhere to the College professional dress code• Demonstrate and ensure compliance with Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy
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Revised May 2017