



*Presbyterian Ladies' College*

MELBOURNE

## Position Description

<b>Position:</b>	<b>Risk, Policy and Compliance Officer</b>
<b>Position Status:</b>	Part-time (0.6 FTE), ongoing
<b>Classification:</b>	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' annual leave to be taken during term break (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
<b>Reports to:</b>	Director of People and Culture, with day-to-day reporting responsibility to the Risk, Policy and Compliance Manager. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

*PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.*

## Position Overview

### Key Responsibilities:

The Risk, Policy and Compliance Officer will have primary responsibility for maintaining the College's policy content, administering and reporting on online compliance training, and the overall implementation and maintenance of PLC's compliance and incident management platform ensuring timely updates.

The Risk, Policy and Compliance Officer will be an active contributor to the strong governance culture in operation at PLC. As such, the role incorporates responsibilities across policy management, compliance, risk management and staff training, as outlined below.

### **Policy Maintenance:**

- ensure all current College policies are loaded onto College policy portals
- diarise and prepare materials for policy review meetings in line with the review calendar
- attend policy review meetings and process clerical amendments to policies
- ensure policies are communicated to members of the College community, and consented to as required, in line with the College's policy taxonomy
- prepare draft College policies with the assistance of the Risk, Policy and Compliance Manager and key College stakeholders

### **Risk Management:**

- diarise and prepare materials for risk review meetings in line with the review calendar
- update the College's online risk registers based on risk reviews undertaken
- generate risk management reporting in line with templates
- assist staff with system queries relating to finalising tasks within the Colleges online risk/task registers
- reporting on completion of tasks (controls)

### **Compliance:**

- maintain the College's compliance register, including collection and filing of evidence of task completion and follow-up of outstanding tasks
- participate as directed in compliance self-assessments, including development of work programs, collection and filing of evidence and testing of the College's internal controls
- generate compliance reporting in line with templates

### **Training:**

- maintain user groups within the College's Staff Learning System in line with staff changes (including additions and terminations)
- assign courses to appropriate users within the Staff Learning System in line with the training calendar and recruitment activity, and monitor and report on completion rates utilising reporting templates, implementing follow-up as required
- liaise with internal stakeholders and external parties to organise other modes of training (e.g. briefings) in line with the training calendar
- format content within the Staff Learning System (creation of web pages, PowerPoint, competency quizzes)
- act as a key point of contact for staff queries relating to the Staff Learning System and any courses issued

### **General:**

- organise and maintain the Risk, Policy and Compliance Team Drive
- undertake research as directed on legislative and regulatory updates
- maintain and update the task register according to changes in staffing
- other duties as directed by the Risk, Policy and Compliance Manager or Director of People & Culture

### **Knowledge, Skills and Attributes:**

- excellent attention to detail and organisational skills
- experience in risk and compliance and related software
- excellent communication skills across all levels of the College
- ability to work autonomously and as part of a team
- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

#### **Qualifications / Registrations:**

- Current Working with Children Check (Employee)

#### **Key Relationships:**

- Risk, Policy and Compliance Manager
- Director of People and Culture
- Business Manager
- Director of ICT
- Director of Staff Development
- Administration and Support Teams across the College
- Teachers and Staff
- Whole School Community

#### **Additional Information Relating to the Position**

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

#### **We value:**

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

#### **We seek to promote the development of staff and students who exhibit the following attributes:**

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

#### **All staff are required to:**

- uphold the values and actively support the Christian ethos of the College
- be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

**In attending to child safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- complete induction training on Child Safety and Mandatory Reporting obligations
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

**In attending to Occupational Health and Safety all staff must:**

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

**Child Safety Commitment**

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account

the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

### **Staff Obligation to Child Safety**

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Protection, Safety and Wellbeing Policy and the PLC Child Safety and Wellbeing Code of Conduct.

### **Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

### **Mrs Cheryl Penberthy**

Principal

### **July 2022**

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*