

# MacKillop College

## Manager: Safety, Risk and Compliance



### Position Description

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|-----------------------------|------------------------------------|
| Classification (CEMEA 2022) | Education Support Employee Level 5 |
| Position reports to         | Principal                          |

### About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

The Safety, Risk and Compliance Manager works in close partnership with the Principal and College Leadership Team to provide expert advice and support to ensure the College consistently meets all legislative, regulatory, and policy obligations. This role fosters a proactive culture of risk awareness, building capability across the College through a collaborative and influential approach that shapes strategic directions in safety, risk, and compliance.

You will lead the development, implementation, and continuous review of policies, procedures, and risk frameworks that safeguard students, staff, and the College's reputation. As a trusted advisor, you will provide clear guidance, promote understanding, and strengthen organisational capability across all levels of the College.

The Manager is responsible for coordinating audits, investigations, and risk assessments, managing incidents, and ensuring timely and accurate reporting to the Principal and Leadership Team. By embedding best-practice processes across the College, this role ensures a safe, accountable, and values-aligned environment, driving continuous improvement in all aspects of safety, risk, and compliance.

#### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its Mission
- demonstrate an understanding of the Church's teachings and the mission of the Church
- demonstrate a capacity to instil in students and staff a respect for each other in accordance with the teachings of Jesus Christ
- a willingness to integrate the Church's teachings into all aspects of curriculum and/or work

#### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



# Accountabilities

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## Governance Support for Safety, Risk and Compliance

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The Safety, Risk and Compliance Manager will undertake the following duties:

- promote a culture of proactive risk awareness and accountability across all areas of the College
- ensure that the College's safety, risk and compliance practices are aligned with the requirements of MACS policies and procedures
- lead and support discussions regarding safety, risk, and compliance including the safety committee, excursion committee, leadership committee and College advisory as required
- work closely with College Leadership to determine the strategic priorities for safety, risk, compliance and child safety and develop appropriate action plans
- advise and support the Leadership Team to ensure the College achieves all relevant compliance obligations and provide guidance on how to meet those requirements
- liaise with regulatory bodies, and MACS regarding safety, compliance and risk management issues
- recommend enhancements to safety, risk and compliance practices based on best practice and emerging risks
- support the risk management for significant College events
- provide expert advice on the comprehensive assessment of risk and the application of the hierarchy of controls
- establish and manage the College Risk Register, ensuring regular review and reporting on all remedial actions
- oversee the compliance platform Ideagen/Complispace to ensure that relevant information is accessible
- report to the Principal any significant safety, risk or compliance matter requiring immediate attention which could impact safety, normal College operations, or the College's reputation
- ensure comprehensive documentation is maintained on compliance and the assessment and mitigation of risk
- provide advice on insurance, ensuring the College has the correct level of cover for all activities and facilities
- develop an annual calendar of compliance activities to support the College to meet all obligations
- design and deliver staff training programs for safety, risk and compliance

### Excursions/Incursions

- develop guidelines and training for staff to understand how to plan and assess risks associated with College activities
- support staff in the assessment and review of risks for activities such as camps, excursions, incursions, retreats, interstate/international travel

### Victorian Registration and Qualifications Authority (VRQA) Compliance

- lead the preparation and gathering of evidence to satisfy the College's Victorian Registrations and Qualifications Authority (VRQA) accreditation obligations
- coordinate and support all aspects of the VRQA review and registration processes
- maintain a comprehensive compliance calendar, ensuring all legislative, regulatory, and MACS obligations are met
- monitor legislative changes and advice from MACS regarding VRQA requirements, advising the College Leadership team on relevant implications and support change management

### College Policy and Procedures

- oversee the College's library or operational policies, and procedures, manuals and forms ensuring currency and alignment with MACS policies and procedures
  - work collaboratively with document owners to review, maintain and develop them, ensuring they are communicated effectively
  - ensure accessibility to College documents across systems and platforms (e.g. College website and LMS systems)
  - identify policy and procedural gaps and make recommendations on mitigation strategies
  - develop, implement and communicate procedures to support College operations
  - develop and facilitate training for educators on safety, compliance and risk management policies and procedures
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## Privacy

- act as the College's Privacy Officer including being a resources for staff and families regarding the College's legislative obligations
- implement data breach response plans and manage the response to breaches in accordance with MACS policies
- oversee the Colleges management practices of sensitive information in accordance with privacy laws and regulations
- develop and implement procedures to protect sensitive information
- provide training and guidance to staff on privacy practices and fostering a culture of privacy awareness

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## **Work, Health and Safety**

### Workplace Safety

- provide WHS advice on meeting all legislative, regulatory and MACS obligations
- develop and implement safety initiatives and programs
- support the College Safety Committee providing guidance and practical support as required
- review and maintain the College Safety Management system, including the development of an annual action plan
- support and coordinate external safety audits, including liaison with WorkSafe Inspectors as required

### Incident Management

- establish and communicate procedures for reporting, investigating, and resolving WHS concerns
- lead the investigation of hazards and incidents making recommendations for corrective and preventative actions
- notify WorkSafe of all reportable incidents within our timeframe obligations

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## **Emergency Management**

- oversee the maintenance and review of the College Emergency Management Plan (EMP) ensuring procedures and guidelines are regularly updated and communicated
- develop and provide training for all evacuation wardens on their roles and responsibilities
- coordinate emergency preparedness activities, including drills, evacuations, and post-event reviews
- develop and provide training for all staff on relevant emergency procedures, e.g. lockdown, first aid, etc.

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## **College Property and Facilities**

- in conjunction with the Director: Facilities, coordinate and oversee a program of regular workspace safety audits, ensuring all areas are reviewed and appropriate safety/risk controls are implemented
- ensure all compliance-related maintenance schedules are current and adhered to (e.g., essential services, test and tag, asbestos management, tree management etc.)
- conduct regular inspections of high-risk areas and ensure appropriate controls are in place
- support the maintenance team to use appropriate signage and safety controls

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## **Contractor Management**

- ensure robust systems are in place to manage contractors including the verification of credentials, licences and insurances
  - oversee the content and completion of contractor inductions including documentation, and training requirements
  - ensure safe systems of work are in place for all contractors working onsite
  - in conjunction with the Director: Facilities, oversee and ensure external contractors are implementing all appropriate safe work procedures and risk controls
  - conduct inspections of high-risk work as required to ensure appropriate controls are in place
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## Professional Development

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- promote a culture of shared responsibility and continuous improvement
- actively participate in professional development to continuously develop new skills
- participate in appraisal/feedback processes to receive constructive feedback, as required
- maintain currency in learning technology skills required

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## General Expectations

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- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students and staff
- adhere to the Melbourne Archdiocese Catholic School (MACS) Code of Conduct
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment, and resources

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## Work Health and Safety

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- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
  - is life threatening or may require Emergency Services to be called
  - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

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## Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

## Required Capabilities

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|-------------------------------|--|
| <b>Risk Management</b>        | <ul style="list-style-type: none"> <li>• be informed about trends and developments in risk management within the educational sector</li> <li>• have advanced knowledge of risk management principles, frameworks, and methodologies</li> <li>• ability to design, implement, and evaluate risk management systems and controls</li> <li>• skilled in risk identification, analysis and evaluation</li> <li>• ability to translate risk concepts into practical actions</li> <li>• experience managing organisational risk registers</li> </ul> |
| <b>Compliance</b>             | <ul style="list-style-type: none"> <li>• experience managing compliance calendars, audits, and reporting obligations</li> <li>• comprehensive understanding of relevant regulatory frameworks, including the Victorian Registration and Qualifications Authority (VRQA) requirements</li> <li>• ability to interpret and apply legislation, policies, and standards</li> </ul>   |
| <b>Safety</b>                 | <ul style="list-style-type: none"> <li>• strong working knowledge of WHS legislation and codes</li> <li>• experience leading incident investigations and implementing corrective actions</li> <li>• skilled in hazard identification and control implementation</li> <li>• ability to lead safety audits, inspections, and continuous improvement processes</li> </ul>   |
| <b>Duty of Care</b>           | <ul style="list-style-type: none"> <li>• must maintain currency qualifications in:             <ul style="list-style-type: none"> <li>– First Aid and CPR</li> <li>– Mandatory reporting</li> <li>– Anaphylaxis management</li> <li>– Asthma management</li> </ul> </li> </ul>   |
| <b>Emotional intelligence</b> | <ul style="list-style-type: none"> <li>• a demonstrated understanding of the social and emotional issues connected to the educational setting</li> <li>• an ability to build positive and meaningful relationships with students and staff</li> <li>• an ability to set clear behavioural expectations</li> <li>• an understanding of trauma informed practice</li> <li>• an understanding of emotional regulation of self and others</li> </ul>   |
| <b>Communication</b>          | <ul style="list-style-type: none"> <li>• excellent communication skills, including ability to communicate with students, families and staff</li> <li>• strong collaboration skills</li> <li>• excellent interpersonal and communication skills</li> </ul>  |
| <b>Organisation</b>           | <ul style="list-style-type: none"> <li>• ability to manage tasks with minimal supervision</li> <li>• capacity to work to timelines</li> <li>• demonstrated organisational skills including strong attention to detail</li> <li>• proven time-management skills</li> <li>• exhibited self-motivation</li> <li>• ability to manage complex projects and tasks</li> <li>• ability to lead change</li> </ul>   |
| <b>Approachable</b>           | <ul style="list-style-type: none"> <li>• a demonstrated ability to foster a welcoming and calm environment</li> <li>• ability to lead, build and mentor highly effective teams</li> <li>• ability to engage staff, students and families and create a culture of support</li> </ul>  |
| <b>Teamwork</b>               | <ul style="list-style-type: none"> <li>• flexible and willing to help and support others</li> <li>• ability to collaborate with the teachers, staff and students</li> <li>• ability to develop and maintain excellent working relationships</li> </ul>   |
| <b>Catholic Identity</b>      | <ul style="list-style-type: none"> <li>• a demonstrated commitment to working in a Catholic Education environment</li> <li>• demonstrated pastoral approach towards student and staff relationships</li> </ul>   |

## Qualifications, Education and Experience

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### Essential

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- tertiary qualification in a relevant discipline such as Work Health and Safety, Risk Management, Business, Law, Education, or a related field
  - demonstrated experience in a safety, risk, and/or compliance role, preferably within a regulated environment
  - strong working knowledge of legislative and regulatory requirements relevant to schools, including those of the Victorian Registration and Qualifications Authority
  - proven experience in developing and implementing risk management frameworks, compliance systems, and workplace safety programs
  - experience in policy development, audit processes, and regulatory reporting
  - demonstrated ability to lead investigations, manage incidents, and implement corrective actions
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### Desirable

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- relevant post graduate qualifications (or working towards such qualifications)
  - professional membership with a risk management, WHS, governance or compliance body
  - familiarity with compliance management systems (e.g. Complispace or similar platforms)
  - experience in an educational setting
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## Declaration

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_