

# Risk, Compliance, and Work Health and Safety Manager

<b>Position Title:</b>	Risk, Compliance, and Work Health & Safety Manager
<b>Job ID:</b>	250201
<b>Reports To:</b>	To be determined
<b>Nature of Employment:</b>	Ongoing full time (1.0FTE)
<b>Commencement Date:</b>	Immediate start (by negotiation)

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose

The Risk, Compliance, and Work Health and Safety Manager will provide specialist advice and contribute to the development of a risk management framework for the College, ensuring compliance with relevant legislative and regulatory requirements. They will oversee the Work Health and Safety (WHS) program, working closely with other College leaders to identify and address WHS issues. The role involves maintaining and updating the College's Risk and Compliance Registers, as well as facilitating staff knowledge of compliance policy and practice. Additionally, the Risk, Compliance, and

Work Health & Safety Manager will support the Risk Committee for the College Board and broader College with the implementation, review, and compliance of policies, processes, and procedures.

## Key Responsibilities

### Risk and Compliance Management

- In consultation with key stakeholders, manage the College's Risk Management & Compliance Framework and strategy for comprehensive management of College risk and compliance.
- Lead the implementation of compliance matters, and contribute to meeting all relevant legislation/regulatory requirements of the College, and associated standards, as well as the Education Standards Board ESB (SA), National Quality Framework (NQF) and Australian Children's Education and Care Quality Authority (ACECQA).
- Develop and implement a risk management framework that satisfies the College's strategic objectives and other operational requirements together with emphasis on practical, efficient improvements which manage and mitigate risks.
- Understand and keep abreast of the internal and external risks of the College and education sector and incorporate such matters into the College's risk management framework.
- Guide and support staff and other stakeholders in understanding and managing risks (including supporting staff in key practical risk management issues e.g. identifying, undertaking risk assessments), and develop actions to duly manage risks.
- Monitor, review, and update the College's Risk Register.
- Implement and maintain risk management processes to gather and analyse information on incidents, risks, and hazards.
- Lead College activities related to minimising and monitoring risks, including through risk assessments (e.g. for approved events, excursions, school tours, and activities) in accordance with relevant legislative and compliance requirements.
- Develop and maintain compliance registers, monitor adherence, and conduct reviews and audits of processes.
- Facilitate staff knowledge of risk and compliance policy and practice through a program of information updates and training.
- Support the Executive Principal with practical, concise, and complete risk and compliance reporting for the College Board and other stakeholders, as required.
- Ensure all reporting obligations under key educational standards and regulatory requirements are adhered to.
- Keep abreast of all relevant compliance requirements including changes and maintaining awareness, knowledge, understanding, and ensuring that all Policies & Procedures are duly kept complete and fully compliant.

### Work Health and Safety (WHS)

- Understand and ensure the College's WHS compliance with all relevant WHS legislation, employment law, and the College's Policies & Procedures.
- Oversee WHS of the College, working with other College leaders to identify and address WHS issues to ensure legislative obligations are met across the School.
- Monitor internal and external developments around WHS including relevant legislation, Australian standards and best practice, the education sector, and College Policies & Procedures.

- Lead, coordinate, consult, and work with the College Leadership team and other relevant stakeholders to implement the WHS management system, including WHS plans, reporting, incident reporting, hazard management identification, documentation, and implementing controls across the College, which are fully compliant with legislation, practical and efficient, and encompass a holistic approach including psychosocial wellbeing.
- Organise WHS Committee meetings and act as the Chair of the Committee, including the coordination of Committee Agendas and maintenance of the calendar of activities for the Committee.
- Provide a WHS advisory service to staff.
- Advise the Executive Leadership team on incident prevention strategies and assist with their implementation.
- Coordinate and conduct WHS inspections, audits and investigations (e.g. hazard, injury, incident, unsafe work practices, etc) ensuring they occur in a timely fashion and that any appropriate risks identified are duly assessed and actioned with appropriate controls and corrective undertakings.
- Provide regular WHS reports to the Executive Principal and other key stakeholders, as required.
- Work collaboratively with the College Return to Work (RTW) Coordinator.
- Act as the primary point of contact with SafeWork SA, including for notifiable incidents and other compliance related matters.
- Administer and use (and develop, where required) appropriate WHS, risk management and hazard management tools.
- Monitor the College's Work Health and Safety program.
- Recommend, coordinate, and participate in health and safety policy and procedure development.

## Policy Management

- Work with the College's Human Resource team in fostering a culture that upholds the College's Christian Vision, Mission, and Values in all its Policies & Procedures.
- Facilitate the implementation, review, updating and compliance of policies and procedures.
- Contribute to ensuring the College's Policies and Procedures meet all applicable legislative/regulatory compliance in a complete and timely manner together with prescribed risk standards and the College's expectations.
- Ensure the ongoing development of policies and procedures which align with College, legislative and compliance requirements. This may include researching, formulating and liaising with College stakeholders in the development of these documents.
- Ensure that staff are aware of and appropriately trained on policies, and ongoing professional development occurs in this area. This will include active promotion of policies and procedures across the College.
- Ensure all College Policies and Procedures comply with all relevant legislation/regulatory requirements.

## Working Relationships

- Works closely with the Executive Principal, Human Resources Manager, and Head of Business Services.
- Internal liaisons include College leadership, Teaching and Non-teaching staff of the College.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal or Head of Business Services.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies, procedures and expectations of the College.

## Selection Criteria:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Minimum of 3 years' experience in a similar role (school experience would be beneficial), with appropriate tertiary qualifications.
- Strong commitment to customer service and a demonstrated ability to build relationships with others through stakeholder management (internal and external).
- Proven ability to strategically plan and implement changes, preferably in an educational community.
- Demonstrated ability to understand the breadth and depth of an organisation from both a technical/functional perspective as well as relationally/culturally.
- Strong communication skills (both verbally and written).
- Advanced interpersonal skills including the ability to work collaboratively with a diverse group of stakeholders (for example including boards, senior leadership teams, teaching and non-teaching staff).
- Understand contemporary risk and compliance management models, principles and the nexus to strategy and performance.
- Experience in providing innovative, practical and efficient solutions.
- Well-developed IT technical skills including in areas such as Google Workspace, Microsoft 365 and with electronic risk and compliance systems/databases.
- The ability to work both as part of a team and independently, meeting time deadlines.
- Strong level of attention to detail, whilst also seeing the 'big picture'.
- Strong advisory skills, change management skills and experience in managing or facilitating decision making processes.
- Knowledge of the education sector including industry and professional standards, legislation, codes including Risk Management standards of practice, frameworks, etc.
- The ability to understand, interpret and translate key material to stakeholders.
- Current valid Working With Children's Check and RRHAN-EC Certification (or willingness to obtain), and the right to live and work in Australia.

## Submitting Your Application

**Applications Close:** 9:00am, Monday 24<sup>th</sup> February 2025.

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website [emmauscc.sa.edu.au/about/employment](http://emmauscc.sa.edu.au/about/employment).

**Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your application, please state the Job ID 250201.**

For further information about this position, please contact Human Resources on (08) 8292 3888 or email [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)