



## Iona College Geelong Role Description Compliance Officer

### Context

Iona College Geelong is a Catholic Co-educational College located in Charlemont (15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 minute drive from Torquay).

The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.

Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by becoming part of our Staff, commencing this particular position at the beginning of the 2023 school year (late January 2023).

Iona College Geelong has a long-term projected student enrolment of 1,400 students. In 2023, the College will have students from Year 7 – 10 and an enrolment of around 860 students.

Further information can be found at: [www.iona.vic.edu.au](http://www.iona.vic.edu.au)

<b>Position:</b>	<b>Compliance Officer</b>	
<b>Remuneration Scale:</b>	Level 4, Category B	
<b>Full Time Equivalent:</b>	1.0 FTE	
<b>Reports to:</b>	Foundation Principal	
<b>Position Summary-</b>		
<p>The College Compliance Officer manages the day to day operations of policy and Procedures development, ensuring that Iona College Geelong meets its Compliance and Assurance obligations as determined by all external organisations. These organisations include the following groups: Melbourne Archdiocese Catholic Schools (MACS), Catholic Education Commission of Victoria (CECV), Victorian Registrations and Qualifications Authority (VRQA), Victorian Curriculum and Assessment Authority (VCAA) &amp; Department of Education and Training (DET).</p> <p>The Compliance Manager will work with the College Leadership Team to ensure that Iona College Geelong meets its Governance obligations.</p>		
<b>Statement of Duties-</b>		
Key responsibilities of the role will include:		

## Governance

- Monitoring CECV and MACS communications to ensure that all relevant stakeholders are notified of any updates and that change to policies is made as required.
- Ensuring that processes are in place to enable our school to comply with the VRQA and VCAA guidelines: being familiar with the standards and the requirements to compile the required evidence. This also includes managing any applications to either organisation.
- Ensuring that all Policies and Procedures meet the VRQA minimum standards.

## Child Safe

Assisting the Foundation Principal:

- With the operation of necessary policies, procedures and strategies to ensure compliance with in respect of the employment of all staff at Iona.
- Identify / inform and apply the necessary school policies and procedures in relation to the Working with Children Act 2005,
- Check and update VIT, National Police Check and Working with Children Check status.
- Review and update existing documentation, policies and procedures relating to the Child Safe Standards.

## Volunteers

With the support of the CECV guidelines regarding the 'Procedure of Engaging Volunteers in Schools'.

- Coordinate the development of the recruitment practices and plans, communicate with all current families and volunteers, process application forms and develop the Iona College Geelong Volunteer Handbook and Induction.

## OH&S & Essential Services:

Oversee the OH&S Management and Essential Services ensuring processes are in place to:

- Document (Essential Services) safety inspections on a regular basis in line with Government protocols. E.g. Electrical testing and tagging, six monthly checks of lighting and air conditioners, safety walkthroughs.
- Conduct Safety audits and risk assessments of the School to identify any hazards and then follow-up with upkeep or requirements as necessary.
- Maintain Safety Data Sheets (SDS) for all dangerous and hazardous chemicals used at the School.
- Review and update safety manuals, staff handbooks and school policies.

## Contractors & Maintenance:

- Under the direction of the Business Manager, liaise with contractors, maintenance and repair personnel by phone, email and in person, making sure that protocols are adhered to and documentation and work is compliant.
- In conjunction with the Business Manager, prioritise school improvements and general maintenance to ensure that the tasks are completed.

## Risk Management:

In conjunction with the School Leadership Team:

- Regularly review and update the School Risk Registers, Critical Incident Management Plan and Emergency Management Procedures so to ensure that the School appropriately manages all recognised probabilities.

## Incident Reporting:

Manage the reporting and documentation that is required to maintain compliance in:

- WorkSafe
- WorkCover & Return to Work
- Workplace injuries & Near Misses

## Staff Training and Human Resources:

In conjunction with the Foundation Principal, provide staff with training associated with compliance as required.

- Track and follow up completion by staff of compliance training (eg Mandatory Reporting, Child Protection, Bullying & Harassment and OHS).
- Provide cyclical reports confirming staffing training is appropriately signed off by staff and up to date
- In conjunction with the Foundation Principal, provide induction materials to new staff, volunteers, external providers and contractors as required.
- Assist with completion of documentation associated with employment of staff as required.
- Oversee Working with Children Check register and Volunteer register.

### **Personal Attributes-**

- Support of the Vision and Mission of Iona College Geelong as a Catholic College;
- Loyalty, trustworthiness, dependability and reliability;
- Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations;
- Compassion, objectivity and clarity when handling difficult situations;
- High-level collaboration skills and accepting accountability when making decisions;
- Ability to seek support and clarification including when handling sensitive situations and information;
- Enthusiasm about working with young people in an educational setting;
- Openness to learning in all situations;
- Ability to adapt skills over time;
- Engage in ongoing relevant professional development;
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information;
- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support;
- the appropriate referrals to the offices of the Principal, the Business Manager, Administration staff, members of the Leadership Team or other teaching or non-teaching staff.

### **Skills & Capabilities-**

- Show the capacity to provide leadership that is characterised by a desire for continuous improvement;
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College;
- The capacity to multi-task and pay close attention to detail in a timely and responsive manner;
- The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary;
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others;
- Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows;
- Have the ability to work effectively as a team member;
- Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College;
- Demonstrate a commitment to ongoing Professional Learning;
- Exemplary service focus demonstrating:

	<ul style="list-style-type: none"> <li>○ excellent communication, verbal and listening skills</li> <li>○ the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary</li> <li>○ Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact</li> <li>○ Knowledge and ability to use Microsoft applications</li> <li>○ Ability to work autonomously</li> <li>○ The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College</li> </ul>
<b>Background &amp; Qualifications</b>	Experience as a Compliance Officer in an educational setting.
<b>Other Requirements</b>	Member of the OHS Team Valid Working with Children Card. Current First Aid Certificate
<b>Contract and Conditions</b>	Employment: Ongoing Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Timeline</b>	N/A
<b>Authorised by: Foundation Principal</b>	
<b>Process</b> N/A	