



POSITION DESCRIPTION

POSITION: Compliance Officer

STATUS: Part-time/Term time (2 days/week)

REPORTS TO: Business Manager

DATE: December 2020

CLASSIFICATION: School Officer Level 5

PURPOSE OF POSITION:

Support the Business Manager in managing the College's Compliance and Risk Management program.

Key Characteristics:

These include the ability to:

- communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- demonstrate tolerance, maturity and patience, a capacity for tact and discretion and an ability to maintain confidentiality.
- demonstrate a capacity for self-organisation and an ability to respond and adapt while operating in an environment, which is often demanding and busy.
- use Microsoft Office suite with depth in some areas and the ability to learn to operate the designated administration system and other software as required
- apply knowledge with depth in some areas and a broad range of skills
- use discretion and judgement involved in selection of equipment, work organisation, services, actions
- achieve outcomes within time constraints
- carry out a range of roles and tasks in a variety of contexts
- recognize the complexity and the extent and choice of actions required
- work within routines, methods and procedures

SUPERVISION:

Work will be carried out under limited supervision and may be checked in relation to overall progress;

May involve a level of autonomy when working in teams.

Working as part of a team and at times team coordination may be required.

QUALIFICATIONS:

- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Qualifications in Occupational Health & Safety preferred.
- Queensland WHSO accreditation would be highly regarded.

CERTIFICATES, LICENSES, REGISTRATIONS:

A Positive Notice issued by Blue Card Services is required

WORKPLACE HEALTH & SAFETY:

All staff have a responsibility to ensure their actions contribute to a safe and healthy workplace and to report observed risk concerns to their supervisor where assistance is required to resolve.

TYPICAL DUTIES and RESPONSIBILITIES:

Typical duties performed may include, but are not limited to:

- Review and maintain the College's Policy and Procedures repository within procedural guidelines and ensure availability to staff at all times;
- Coordinate and participate in policy and procedure development and ongoing revision;
- Co-ordinate and participate in the Cyclical Review process required by the Non-State Schools Accreditation Board;
- Maintain the College compliance calendar, including the monitoring of compliance with lodgement obligations and deadlines;
- Undertake the legislated responsibilities of a Workplace Health & Safety Officer and Fire Safety Officer and foster an atmosphere of responsible WH&S performance in accordance with College operating procedures;
- Administer Workplace, Health and Safety management systems in accordance with Australian Standards;
- Be an active member of the WH&S Committee and promote the College's Work Health and Safety processes throughout the workplace;
- Organise and facilitate programmed training and information sessions on the College's Work Health and Safety processes;
- Practising confidentiality in relation to all aspects of the role.
- Drafting and typing routine correspondence from brief oral or written instructions.
- Responding to requests for information including drafting routine correspondence in reply.
- Maintaining established filing/records systems in accordance with routines, methods and procedures.
- Cooperating with implementing changes to policy and procedures in accordance with considered decisions of the Business Manager and College Leadership Team.
- Perform other duties as requested from time to time by the Principal or her delegate;