

## Position description

# ADMINISTRATION / COMPLIANCE OFFICER



<b>REPORTING TO:</b>	<b>Business Manager</b>
<b>APPOINTMENT:</b>	<b>Full Time (Ongoing)</b>
<b>CLASSIFICATION:</b>	<b>PVCC Enterprise Agreement 2020</b>

## ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 830 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

## EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate training and experience for their role.
- A clear sense of calling and desire to work with and teach students within a Christian school.
- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, ongoing commitment to living out a Christian lifestyle as described in the College statement of faith, commitment to private and corporate worship, prayer and Bible study and regular involvement with a Christian church community or fellowship group.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.
- A commitment to ongoing development and maintenance of a Child Safe culture within the College.

## THE ROLE

The Administration / Compliance Officer will assist the Business Manager and school staff members to develop and maintain best practice programs and policies to support a positive Safety Management culture and assist the College in meeting regulatory, legal and operational obligations with respect to safety. Additionally, administrative assistance will be provided to the Business Office as required.

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## POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Administration team, the Administration / Compliance Officer plays a pivotal role in improving and overseeing risk and compliance across the College. The College is required to meet a broad range of mandated risk and compliance requirements as well as manage a wide array of day-to-day operational risks. To be effective in this environment, risk management and compliance must be undertaken consistently within a well-structured and understood framework that provides adequate transparency, oversight and action. The College looks to this role to advance and support a risk management, compliance and safety culture in all of its operations.

This role is relied upon as the College's centre of expertise for risk and compliance matters and needs to provide the College's Occupational Health & Safety Committee and Board with appropriate advice and reporting so as to ensure that requirements are understood, obligations met and performance is clear. Whilst the Administration / Compliance Officer has definite oversight and control accountabilities, the Officer must also be an enabling resource that assists informed decision making and supports a broad range of College activities.

The Administration / Compliance Officer works closely with staff across the College, including Maintenance and the Principal. There may be times when the Administration / Compliance Officer has access to personal and / or sensitive information and they must exercise discretion and maintain a high level of confidentiality at all times.

The Administration / Compliance Officer will provide administrative support services to the Business Office and will be responsible for providing a high level of customer service to all internal and external stakeholders, organizing and maintaining filing systems, answering general queries, maintaining and updating databases and general administrative tasks as required.

The Administration / Compliance Officer may be required to administer First Aid assistance as required.

## RESPONSIBILITIES:

### Risk Management

- Review, develop and implement systems and procedures to appropriately manage risk
- Assess, monitor and report on the effectiveness of the risk controls
- Manage and maintain the College's Risk Register
- Report to the OH&S Committee and Board on any material changes to the College's risk profile and make recommendations to them in relation to risk and safety
- Develop informative reporting on risk profile and controls
- Lead the systematic review of the management policies and strategies
- Support staff to develop risk assessments for activities (e.g. excursions, camps, overseas trips)

### Compliance and Policy

- Keep up to date on legal and / or regulatory changes that may impact the College and make recommendations where existing policies and procedures may require review

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- Initiate and oversee the policy review process in conjunction with the OH&S Committee and Board, including maintenance of the College's policy register
- Maintain a reporting register to ensure all obligations are met and resource planning can occur as necessary
- Periodically review / audit compliance activities or policy matters requiring attention
- Develop and provide OHS training for staff as required – including initial induction and ongoing training
- Manage the programs of compliance for all areas of the College
- Prepare and maintain Safety Management System documentation, such as Risk Assessment templates, Procedures, Work Instructions and Guidelines for their area of influence

### Safety and Training

- Conduct safety inspections, audits and assessment at the College
- Conduct incident investigations in conjunction with relevant managers
- Conduct training needs analysis to determine training needs for staff and arrange suitable training courses to fulfil College requirements
- Source or prepare and present safety training materials and programs for staff and monitor feedback
- Provide relevant OH&S Induction Training for all new staff and contractors
- Arrange training following the introduction of new technology and work practices
- Create and maintain a library of information necessary for training
- Provide the necessary stimulus to promote a continuous improvement culture in the school

### Administrative Duties

- Organise and maintain filing systems
- Updating and maintaining databases, including records of training
- Appropriate and efficient use of software including the Microsoft Office suite and student management systems
- Managing all bus related enquiries from parents and the bus company and build relationships with parents to ensure a mutually beneficial relationship built on confidence and trust
- Daily administrative tasks as required

### REQUIREMENTS:

- Exemplary Christian practice including regular attendance with a Christian church community and desire to be a supportive member of college spiritual life
- Relevant qualification and/or experience in OH&S or office administration or similar.
- Current Working With Children check
- Excellent oral and written communication skills and IT skills
- Demonstrated collaboration with other staff members including IT, administration and teaching staff
- Strong sense of service.
- Outstanding organizational and interpersonal communication skills.

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## COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

**Risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

**Occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

**Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

**Code of conduct and dress code** – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

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## POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

### Employee:

Name

\_\_\_\_\_

Signature

\_\_\_\_\_ Date    \_\_/\_\_/\_\_\_\_

### Manager:

Name

\_\_\_\_\_

Signature

\_\_\_\_\_ Date    \_\_/\_\_/\_\_\_\_