

## Role Description



POSITION TITLE:	Emergency and Risk Management Advisor
LEADER:	Manager: Assurance and Risk
TEAM:	Stewardship
DATE:	April 2024
CLASSIFICATION:	CEO Administration Level 5

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### Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

### Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

### Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

### Role Purpose

The Emergency and Risk Management Advisor is responsible for providing specialist advice to DOBCEL and its 57 schools.

The role is responsible for leading and supporting the DOBCEL's emergency management planning and effective responses while ensuring DOBCEL and its schools meet all Emergency Management regulatory obligations under the Emergency Management Act 1986, Emergency Act 2013, the VRQA Guidelines to the Minimum Standards for School Registration, VRQA Guidelines on Bushfire Preparedness and other relevant legislation and regulations.

In addition, this collaborative role will assist in maintaining the DOBCEL Risk Management Framework and approach, and support management in related risk and compliance oversight and reporting requirements.

## Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

- oversee compliance of DOBCEL schools and CEB office locations with Critical Incident and Emergency Management Policy and procedures including providing support to develop robust emergency management plans
- support senior management in emergency management responses for critical incidents
- act as a key emergency management liaison and coordination point between management, schools, Department of Education, Victorian Catholic Education Authority and other key stakeholders
- provide advice and oversight of school risk assessments for school excursions, camps and offsite activities and School Activity Locator requirements
- partner with DOBCEL teams to educate, build awareness, and influence the development of a strong and effective risk culture
- promote a culture of risk and compliance awareness through education and training, by managing the delivery of compliance-related professional development and training for all employees
- support the implementation and maintenance of the risk management framework, risk register, and governance processes organization-wide
- assisting stakeholders to identify relevant risks and to develop and maintain operational risk registers
- contribute to the identification of emerging risk issues and improvement opportunities;
- provide monthly or termly reporting to the Manager Risk and Assurance and Directorate on areas of responsibility
- lead strong engagement with all relevant partners and stakeholders in emergency and risk management
- support the Manager, Assurance and Risk with assurance and compliance oversight and reporting activities.

## Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- Bachelor degree in Risk Management, Emergency Management or other related discipline
- experience in Emergency Management coordination
- experience in managing an Enterprise Risk Management, compliance and incident reporting system
- demonstrated knowledge of relevant legislation, regulations, and guidelines
- experience working in the education sector or a highly regulated environment is highly desirable
- excellent stakeholder engagement and demonstrated experience of coaching and influencing people

## Essential Requirements

The following are the requirements for this position:

- a commitment to work within and align with the DOBCEL Vision and Mission
- appropriate qualifications and experience in a related field
- hold a current Victorian Driver's Licence
- must hold, or be prepared to undergo an employee Working with Children Check (if not VIT registered)
- must hold, or be prepared to undergo Victorian or National Police Check

## **Responsibilities of all DOBCEL Employees**

### ***Safeguarding of Children and Young People***

*All DOBCEL employees must:*

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

### ***Health and Safety***

*DOBCEL is committed to providing a work environment that is safe and free of risks to health.*

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

### ***Partnering and Communication***

*All employees have a responsibility to demonstrate positive and effective communication.*

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

### ***Performance and Professional Development***

*All employees have a responsibility to undertake continuous professional development.*

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

### ***Policy***

- all employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.