

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

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| POSITION TITLE: | Compliance Support Officer |
| TEAM LEADER: | Manager, Assurance and Risk |
| TEAM: | Stewardship |
| DATE: | November 2022 |

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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 our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Compliance Support Officer is responsible for supporting and maintaining their allocated portfolio of schools' compliance with regulatory, legislative and the VRQA Minimum Standards for School Registration. This is achieved through ongoing reviews, stakeholder consultation, development of supporting documentation and implementation of DOBCEL systems and processes.

Through active oversight and advice to Principals, school leaders and school staff, the Compliance and Risk Support Officer will assist in the maintenance of ongoing VRQA registration and compliance with DOBCEL policies and procedures.

The role involves working as part of a team to achieve both individual and team objectives.

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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.

With an allocated portfolio of schools, this role will work in conjunction with the School Principal to:

- Monitor and ensure each school meets compliance requirements with relevant legislation and statutory requirements, including the VRQA Minimum Standards and Requirements for School Registration and compliance with Ministerial Order No 1359;
- Review and update policies and associated documentation for each school as required and ensure all documentation is maintained in relevant databases;
- Ensure all relevant school policies are uploaded on the school website;
- Develop and maintain each school's Risk Register, Critical Incident Management Plan, and Emergency Management Plan, and deepen school leadership culture and understanding of risk management;
- Provide monthly risk register and compliance status reporting to Manager: Assurance and Risk for the portfolio of schools;
- Facilitate off site risk assessments for schools;
- Provide support and leadership in relevant training and professional development programs for schools including risk management, Hazard and Incident Notification Tool, Critical Incident Management and OHS Management;
- Promote a culture of child safety and risk management in schools and support awareness of compliance best practice;
- Arrange and coordinate expert advice from relevant business units to support compliance by schools where required – for example OHS, Building compliance. etc;
- Support internal assurance processes and the implementation of review recommendations;
- Visit each school regularly and a minimum of once per term;
- Ensure each school understands requirements for Hazard and Incident Reporting and Emergency Management Planning and monitor quarterly;
- Maintain effective working relationships with key internal and external stakeholders;
- Perform other duties as specified by Principal or CEB.

Skills, Capabilities and Key Selection Criteria

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

- Demonstrated understanding of assurance and risk management theory and practice as a basis for organisational improvement, particularly in education;
- Demonstrated ability to develop an understanding of legislation, government policy and compliance issues relevant to education;
- Demonstrated analytical ability and the ability to conduct research, interpret and understand regulatory requirements, and their application to organisational practices and processes;
- Demonstrated ability to manage projects, set priorities and meet deadlines within a complex and changing environment, with minimal supervision;
- Demonstrated expertise in interpreting and reviewing policies, procedures and regulations and providing advice to stakeholders;
- Demonstrated liaison, communication and negotiation skills, including the ability to influence a diverse range of stakeholders and facilitate group information sessions;

- Demonstrated ability to facilitate, develop and maintain strong working relationships with key stakeholders, including Principals, school leaders and school staff, with the proven ability to effectively influence and negotiate successful outcomes;
- Demonstrated ability to work as part of a team to achieve both individual and team objectives;
- Demonstrated commitment to, and understanding of, child protection and child safety issues in schools.

DOBCEL Regulatory / Legislative Compliance Obligations

- Child Safety Code of Conduct
- Children, Youth and Families Act 2005
- Crimes Act 1958
- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017, Schedule 4
- Equipment (Public Safety) Act 1994
 - Equipment (Public Safety) Regulations 2017
- Guidelines on Bushfire Preparedness – Registered Schools and School Boarding Premises
- Guidelines to the Minimum Standards and Requirements for School Registration (VRQA)
- Ministerial Order 706: Anaphylaxis Management in Victorian Schools
- Ministerial Order 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises
 - Schools – Culturally Safe Environments Regulations
 - Schools – Child Safety and Wellbeing Regulations
 - Schools – Child and Student Empowerment Regulations
 - Schools – Family Engagement Regulations
 - Schools – Diversity and Equity Regulations
 - Schools – Suitable Staff and Volunteers Regulations
 - Schools – Complaints Processes Regulations
 - Schools – Child Safety Knowledge, Skills and Awareness Regulations
 - Schools – Child Safety in Physical and Online Environments Regulations
 - Schools – review of Child Safety Practices Regulations
 - Schools – Implementation of Child Safety Practices Regulations
- Occupational Health and Safety Act 2004
 - Occupational Health and Safety Regulations 2017
- Privacy and Data Protection Act 2014
- Public Records Act 1973
- School and School Boarding Premises Financial Capability Assessment Guideline
- Worker Screening Act 2020

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- appropriate qualifications and experience in a related field;
- current Victorian or National Police Check;
- current Working with Children Check (if not VIT registered);
- full mandatory vaccination requirements;
- current Victorian Driver's Licence.

Responsibilities of all Catholic Education Ballarat 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.