

**NOTRE DAME COLLEGE**

**Risk and Compliance Officer**

**(Education Support Officer)**

**Application Process**

**Application**

Please complete;

* the College’s Employment Application Form
* a covering letter which outlines your experience and expertise
* a statement addressing each of the Key Selection Criteria.

**Applications Close**

Tuesday 10th March, 2020 (midday)

**Interviews**

Interviews will take place as soon as practical after the closing date. Candidates are asked to ensure that they are available to attend an interview if short-listed. Candidates who are interviewed will be contacted by a member of the panel and advised of the outcome of the interview. Candidates who are not short listed for interview will be advised of this by mail.

Short listed candidates are asked to bring the following to the interview:

* Copy of current ‘Employee’ Working with Child Check (or receipt of application)
* National Police Records Check (or receipt of application)
* Proof of Identity (Photo Identification required)
* Original copies of qualifications

**Commencement Date**

Our preferred commencement date is 14th April, 2020 or sooner this will be confirmed with the successful candidate at the time the position is offered.

**Key Selection Criteria**

Candidates are required to complete a statement addressing each of the Key Selection Criteria.

The successful candidate will;

***Catholic Identity:***

* Illustrate a clear understanding and commitment to the values of Catholic Education, as outlined in our Mission and Values Statement (available on the College’s website)

***Relationships:***

* Build positive and supportive relationships with staff, students and families.
* Contribute positively to team relationships.
* Illustrate a commitment to the safety and wellbeing of children and young people.

***Knowledge, Skills and Experience:***

* Demonstrate a strong understanding and application of Australian Risk Management Standards, Work, Health and Safety Legislation, Child Safe Legislation and other legislation and regulatory requirements relating to risk management and compliance in schools.
* Have relevant work experience in Risk Management and Compliance
* Have experience in interpreting legislation and translating the key information into policy and procedure.
* Have a demonstrated capacity to coordinate and facilitate training for staff in the area of Risk Management and Compliance.
* Have advanced computer skills including Microsoft Office Suite.
* Have well-developed interpersonal, communication, process management and problem solving skills.

***Management of work flow:***

* Take ownership and proactively manage tasks through to completion.
* Have the ability to manage numerous tasks at the one time.
* Meet deadlines in an organised and efficient manner.
* Manage projects independently.
* Be calm under pressure and capable of thinking on their feet.

***Qualifications:***

* Have appropriate qualifications (Certificate 4, Diploma or higher) in Risk Management and Compliance or Business Administration.

**Conditions of Employment:**

* Salary and Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2013
* Pre-employment checks including proof of identity, qualifications, Working with Children Check, current National Police Records Check and three referees are required.