



## Safety and Risk Project Officer

### Position Description

#### Role Summary

As a member of the Risk and Compliance team, the Safety and Risk Project Officer is responsible for leading the implementation, and communication of policies, procedures, and risk management strategies to mitigate risks across all activities and events.

This role ensures compliance with internal policies, external legislation, and guidelines to create a positive culture of safety and risk management.

The objective of this contract position is to promote and embed a robust risk management and safety culture across the School, while providing risk and safety administrative and operational support to the Co-curricular, Sport and Operations areas of the School. This includes ensuring the effective identification, reporting, and compliance with internal policies and external legislation, guidelines, and relevant requirements.

#### Responsibilities

Responsibilities include, but are not limited to:

- Assist in the preparation and development of risk assessments for on-site and off-site activities, including camps, trips and excursions, and major events.
- Assist with the implementation of risk and safety training for staff
- Assist with document control and review of procedures, plans and checklists, in relation to activities and events
- Support compliance processes including inductions, training, safety briefings, pre departure meetings and post activity review
- Review documentation, systems, procedures and processes
- Work in collaboration with staff, providing advice on risk and safety

#### Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

#### OH&S Responsibilities

All staff are also required to:



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- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

### Skills, Experience & Qualifications Required

- Formal qualification in Risk Management
- Experience in a Health and Safety role
- Strong understanding of Child Safe Standards and associated legislative requirements
- Knowledge of the safety guidelines and compliance applicable to an education environment
- Proven ability to develop and maintain effective workplace relationships
- Strong project management skills, with the ability to plan, implement, and monitor policies, procedures, and initiatives
- Strong organisational skills, with a systematic approach to work
- Positive and encouraging attitude, with a focus on teamwork and collaboration
- Excellent interpersonal, written and verbal communication skills
- Relevant qualifications and/or training in child safety and wellbeing
- Current Employee Working with Children check or VIT

### Reporting To

Director of Risk and Compliance