



Safety and Risk Project Officer (12 month contract)

One of Australia's leading independent schools for boys, Scotch College is renowned for its innovation in teaching and learning and its commitment to offering a broad education to develop each boy to his full potential.

We are seeking to appoint a suitably qualified Safety and Risk Project Officer join our Risk and Compliance Team.

Starting as soon as possible, this 12 month contract position provides an opportunity for a talented professional 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. Early career candidates are encouraged to apply.

The successful applicant will have:

- Tertiary qualification in Risk Management and 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 implement and monitor policies and initiatives
- Strong verbal and written communication skills
- Exceptional attention to detail
- Ability to manage multiple priorities and work independently with minimal supervision
- Well-developed organisational and time management skills, with a systematic approach to work
- Positive and encouraging attitude, with a focus on teamwork and collaboration
- Relevant qualifications and/or training in child safety and wellbeing

Some of the many benefits of working at Scotch College are:

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Generous leave entitlements
- Staff wellness activities including gym and swimming pool access, yoga sessions and interest groups
- Access to extensive Employee Assistance Program (EAP)
- Easy access via public transport and onsite parking

Applications should be sent to the Director of People and Culture, via email employment@scotch.vic.edu.au, and include a cover letter, CV and the full contact details of at least 3 professional referees.

Closing date: Friday 22 November 2024 (5pm)

**Scotch College reserves the right to interview and appoint prior to the closing date*

Support of the College's Christian heritage is an expectation of all staff.

Scotch College has been accredited as a Safe School by the Australian Childhood Foundation. All members of staff are required to provide referee, proof of identity and academic qualifications checks prior to employment.

