



**MANDURAH
BAPTIST COLLEGE**
BE STRONG & COURAGEOUS

Job Description

Title:	Risk & Compliance Assistant
Reports to:	Risk & Compliance Manager
Working Relationships	Internal: <ul style="list-style-type: none"> All staff, contractors and volunteers WHS Committee
Current FTE:	Fixed Term Part-Time 0.6 FTE
Workdays/hours:	Monday to Wednesday- 7.5hours per day
Job Summary	
<ul style="list-style-type: none"> The Risk & Compliance assistant will support the Risk & Compliance Manager in developing, implementing, and maintaining the school's risk management and compliance programs. The primary focus is ensuring the school complies with all relevant legislative and regulatory requirements. This role involves identifying, assessing, and mitigating risks to ensure a safe and compliant educational environment for students, staff, and visitors. 	
Qualifications / Work Experience	
<ul style="list-style-type: none"> A current Working with Children Check or willing to obtain one Have experience in administrative duties. Have knowledge of Work Health & Safety Possessing intermediate skills in the Microsoft Office Suite and demonstrating a proven ability to maintain systems and databases effectively. Hold a current First Aid Certificate or willing to obtain one. 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> Demonstrate a steadfast commitment to embracing and embodying the Mission, Vision, and Christian principles of Mandurah Baptist College. Proficiency in communication, presentation, and interpersonal capacities. Adept in exerting influence and providing necessary guidance, coaching, and intervention while ensuring adherence to regulatory standards. 	
Key Result Areas	
<ul style="list-style-type: none"> Risk & Compliance, which includes Work Health and Safety (WHS) Engaging actively and collaborating closely with the Work Health and Safety Committee. Mentoring & Communications Reporting Workplace Investigations (no training needed) 	
Key Tasks & Responsibilities	
<p>Risk Management:</p> <ul style="list-style-type: none"> Assist in identifying, assessing, and prioritising risks across the school. (Tickit on Demand) Assist in risk mitigation strategies and action plans. Assist in conducting regular risk assessments and audits to ensure compliance with various standards. Assist in maintaining and update the College's risk register. 	
<p>Policies & Procedures:</p> <ul style="list-style-type: none"> Assist in the implementation of College Policies and Procedures. Assist with the review and update of College Policies and Procedures 	

- Assist with updating policies and procedures on the College's Staff Portal.
- Assist with the review and alignment of policies on the College website, the Staff Handbook and other publications.

Compliance:

- Assist the Risk & Compliance Manager to ensure the College complies with all relevant legislative and regulatory requirements.
- Conduct regular site inspections and prepare reports for the Risk & Compliance Manager.

Training and Education:

- Conduct in-person inductions and training sessions as required.
- Promote a culture of safety and compliance within the College community.
- Provide guidance and support to staff on compliance-related issues.
- Update and maintain training registers.

Hazardous substance management:

- Maintaining and adding Hazardous substances to ChemWatch (online platform).
- Assist staff on Hazardous Chemical management and conducting risk assessments.

Incident Management:

- Assist in the investigation of incidents, hazards and near-misses.
- Develop and implement corrective actions to prevent recurrence under guidance from the Risk & Compliance Manager.
- Maintain records of incidents and ensure they are reported to relevant authorities as required.

Emergency Preparedness:

- Assist in developing and maintaining the school's emergency response plans.
- Ensure emergency/safety equipment is regularly inspected and maintained.

Communication and Reporting:

- Prepare regular reports on risk and compliance activities for the Risk & Compliance Manager.
- Facilitate effective communication between management, staff, and external stakeholders regarding risk and compliance matters.
- Act as a liaison with regulatory bodies and other relevant organisations.

Created on 12/07/2024

Last Updated: 11/09/2024