



POSITION DESCRIPTION

Title:	Head of Standards, Safety and Risk
Department:	College Staff
Location:	All Campuses

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Head of Standards, Safety and Risk is responsible, through the Director of Human Resources (under the direction of the Principal), for the successful leadership of the College's enterprise risk management, child safety, compliance and incident management frameworks.

This position is intended to act as a centre of expertise and excellence for risk and compliance matters, including matters relating to policy, the Child Safe Standards, providing the College Executive and the Board, upon request, with relevant analysis, reporting and advice, ensuring that requirements are understood, obligations are met, and standards of performance are clear.

The individual is expected to act as an enabling resource that assists informed decision-making and oversight across the College, accountable for ensuring that all relevant governance, risk management and compliance requirements are addressed in a proactive way. The incumbent leads risk mitigation activities, development and review of policies and procedures, upholding best practice and the highest standards to support a positive and informed safety, risk and compliance culture.

In this regard, the Head of Standards, Safety and Risk offers positive leadership across the College, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual across the College and across the Xavier Family. The Head of Standards, Safety and Risk understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and fostering, promoting and championing an exceptional child safe culture at the College.

Core Duties and Responsibilities

The Head of Standards, Safety and Risk will:

Enterprise Risk Management

- ensure that reporting to Government, regulatory and statutory bodies for funding, registration and legislative obligations is of a high standard, timely, fully compliant, reviewed and comprehensive
- provide specialist advice to the Executive on the College's Risk Management strategy and frameworks
- develop succinct and informative Board-level reporting on risk profile and controls
- oversee the College's Risk Register and provide leadership in the implementation of risk mitigation strategies
- conduct reviews of all risk policies and procedures, engaging with key stakeholders to maintain a current approach and delivery to all risk and policy areas
- enable and promote a strong culture of risk management and compliance awareness
- advance the promulgation of policies and staff awareness with contemporary approaches to training
- undertake regular review of processes from a compliance perspective, ensuring that the College is fully compliant with best practice standards in all areas of the position's remit

Child Safety and Staff Compliance

- ensure that there are exceptional systems and practices to uphold the commitments and College's high expectations and obligations with regard to Child Safe Standards
- provide assistance and guidance, as applicable to the context, with development and review of risk assessment procedures and management for outdoor education, excursions, events, tours, immersions and associated activities
- lead the training, upskilling and review of staff awareness in all matters of risk and compliance
- oversee compliance and training standards in areas including (Australian Childhood Foundation – ACF and Province and College Policies and Codes)
- coordinate investigations and implementation of recommendations in regard to matters of Reportable Conduct in accordance with the requirements of the Victorian Reportable Conduct Scheme
- lead the review process with the Victorian Regulation and Qualifications Authority (VQRA) and other regulatory bodies as relevant to the scope of the position

Incident Management

- ensure that (critical) incident management systems are enacted including registers, documentation, data on investigations and analysis of events and trends
- oversee processes for the collation and analysis of data in respect to complaints, grievances, Reportable Conduct and workers compensation claims
- engage with and advise stakeholders across the College regarding OH&S matters and process improvements

Workplace Health and Safety

- lead and inform the College approach in workplace health and safety (OH&S management and education)
- collaborate with Human Resources team and other stakeholders in regard to return to work (RTW) programs for injured workers
- provide insight and training as applicable in changes to legislation and requirements
- monitor, review and report on College performance in the area of OH&S

Business Continuity Management

- review and maintain, in consultation with the Principal, relevant business continuity management program documentation
- review and maintain critical incident and crisis management response documentation
- provide education and training as required to a range of stakeholders in matters supporting business continuity

College Policies and Procedures

- be accountable for the review, maintenance and development, as applicable, of College policies and procedures reflecting best practice and in support of the College's strategic objectives (Xavier College Strategic Plan XC150)
- collaborate with Human Resources in the maintenance and delivery of onboarding and induction programs in regard to policy, procedures and College expectations
- review and provide advice on the implementation of Province policies and guidelines
- be accountable for the identification of future policy, guidance and regulatory requirements, developing plans for communication and integration across relevant areas of the College

Our Xavier Leadership Traits

As a leader of the College, the Head of Standards, Safety and Risk should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Professionals at Xavier

In alignment with the Ignatian profile of a professional in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for professionals at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- Clearly models the Xavier ASPIRE Graduate qualities through professional and personal actions
- Demonstrably values competence and skill in his / her area of responsibility service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in standards of leadership and capability
- Demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- Values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- Conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- Values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- Seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- Is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- Works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- Understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Jesuit Identity

As a delegated leader, the Head of Standards, Safety and Risk will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey

- promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the Head of Standards, Safety and Risk will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Human Resources so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current professional standards, child safety, risk and compliance matters and practices so as to most ably ensure these are a feature of the culture of the College, its systems and processes, and the practices of its people

Our Student Life

As a delegated leader, the Head of Standards, Safety and Risk will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of student care in undertaking these responsibilities, especially through the adept practices and processes that uphold the highest levels of standards, safety and risk

Our Xavier Family

As a delegated leader, the Head of Standards, Safety and Risk will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- embrace the wide variety of human and other resources available to support and uphold an exceptional culture of standards, safety and risk

Our Professional Expertise

As a delegated leader, the Head of Standards, Safety and Risk will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there is effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the Head of Standards, Safety and Risk will:

- effectively liaise with the Director of Human Resources and other colleagues to manage the implementation of College activities and events across the College in order to maintain and lead an excellent standard of delivery with specific attention to standards, safety and risk
- be an effective and visionary steward of College resources and capacity
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the Head of Standards, Safety and Risk will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.

Selection Criteria

- A demonstrated alignment to the intent and values underpinning educating children, working in and contributing to the ethos of a Jesuit school
- Thorough understanding of the Australian Risk Management Standards
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated knowledge of risk and compliance management, frameworks, procedures and practices
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and factors necessary for the provision of an exceptional culture of child safety
- Ability to identify, interpret and document compliance requirements related to legal, contractual, regulatory and matters impacting on reputation, registration and funding
- Significant experience in the development of policies, procedures and guidance documentation and methods for effective implementation and review
- Well-developed people management skills coupled with positive communication and interpersonal skills
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Knowledge and the capacity to share expertise in the management of OHS, risk management, understanding of Work Safe obligations, manual handling, hazardous materials and disability access legislation
- Understanding of best practice in management of complaints, concerns (including obligations under the Victorian Reportable Conduct Scheme) and grievances
- Experience and skill in risk management, safety and compliance planning, delivery, data collection, process review and reporting to Executive and Board level
- Expertise in the development and monitoring of business continuity management tools

- Thorough understanding of quality assurance practices and capacity to educate others
- Degree qualification in risk management, OH&S or related field
- 5 – 10 years’ experience in relevant positions
- Membership or engagement with relevant peak bodies or professional networks in areas of risk, safety and compliance

Compliance Requirements

- Working with Children Check ‘E’ card
- Satisfactory National Criminal Record Check
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management (as applicable)

Other Duties

The nature and seniority of the position is such that the Head of Standards, Safety and Risk will be required to be available outside normal school hours from time to time and be available to attend meetings and College events as might be relevant. The Head of Risk, Safety and Compliance may also be asked to undertake other leadership responsibilities as directed by the Principal or Director of Human Resources, in accordance with the needs of the College.

Terms and Conditions

Reporting Line:	Director of Human Resources All staff are responsible to the Principal and Rector
Tenure:	2021-2024
Review:	Yearly professional growth objectives and review
Location:	All Campuses

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.