



# URSULA FRAYNE CATHOLIC COLLEGE

## **APPOINTMENT:** Risk & Compliance Officer

Balmoral Campus (Years K – 6)  
66 Balmoral Street, East Victoria Park, WA 6101  
Phone: 08 9470 0400

Duncan Campus (Years 7 – 12)  
15 Duncan Street, Victoria Park, WA 6100  
Phone: 08 9470 0900

Email: [admin@ufcc.wa.edu.au](mailto:admin@ufcc.wa.edu.au) | Web: [www.ufcc.wa.edu.au](http://www.ufcc.wa.edu.au)

## Employment Information:

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## Information to Prospective Applicants

The Principal of Ursula Frayne Catholic College, Victoria Park WA, invites applications from appropriately qualified and experienced applicants for a Risk and Compliance Officer.

### Role Overview:

The Risk and Compliance Officer will:

- oversee and maintain the College's risk and compliance systems, practices and procedures
- ensure effectiveness of risk identification and management including compliance with internal practices
- provide education and training to the College staff on managing risk in a systemised way, upholding best practice to support a safety culture
- work closely with the Principal and Business Manager to regularly identify and prioritise the various elements of Role Responsibilities according to need.

### Award:

- Non-Teaching Staff
- Administrative & Technical Officers Award – Non-Teaching Staff EBA – Level 4.6

### Position Status:

- Part-Time (FTE 0.50)
- 40 weeks per year
- An initial contracted period until 31 December 2024 to be reviewed prior to 31 October 2024.

### Working Pattern:

- 9.30am – 2.30pm
- 4 days per week

## About the College

As a learning and faith sharing community, Centred in Christ, Ursula Frayne Catholic College is a Catholic, Kindergarten to Year 12 co-educational College in the Mercy tradition. As such, the College caters for approximately 1325 students and is committed to the development of young people, academically and spiritually. In its current form, the College was established in 1990 after the amalgamation of St Joachim's Primary and High Schools and Xavier College. It operates on two sites located at Balmoral Street, East Victoria Park (Kindergarten-Year 6) and Duncan Street, Victoria Park (Years 7-12). Both campuses are situated south of the Swan River within 5 kilometres of the Perth CBD and are closely linked with the parishes of Our Lady Help of Christians in East Victoria Park and St Joachim's in Victoria Park. In order to cater for the specific developmental needs of our students, the College has established four, separate sub-schools: the Preparatory (Kindergarten-2) and Junior (3-6) Schools [Balmoral Street campus] and the Middle (7-9) and Senior (10-12) Schools [Duncan Street campus]. Each sub-school is overseen by a Head of School and operates as "a school within a school"

## **Preparatory School**

The Preparatory School is driven by a commitment to provide a nurturing approach, stimulating classroom environments and a comprehensive Early Childhood education. This is undertaken through the careful crafting of a Kindergarten, Pre-Primary, Year One and Year Two program, which seeks to satisfy children's cognitive, spiritual, physical, social, emotional and creative needs. By acknowledging a child's developmental benchmarks, a relevant and meaningful curriculum can be delivered. Purposeful play, direct sensorial experience, physical engagement of innate curiosity, the valuing of serendipity, and exposure to acquiring knowledge in a variety of ways are some of the strategies employed to scaffold the learning process. Specialist teachers in Student Support, Health & Physical Education, the Arts and the Library provide the students with a diverse range of experiences that enrich the curriculum. Our philosophy is based on building solid foundations that encourage the blossoming of the 'whole person', from which our students will invariably draw upon as life-long learners.

## **Junior School**

The Junior School's curriculum reflects the College's vision to create an educational community centred in Christ where opportunities are provided for students to develop in all areas. Specialist teachers in the areas of Music, Drama, Physical Education, Languages Other Than English (Italian or Japanese), Library Studies and Student Support assist classroom teachers and students to achieve these aims. The focus in the Junior School is to consolidate and build on the skills acquired in the Preparatory School and to use these skills to further student learning. Emphasis is given to developing independent learners with higher-level thinking skills, problem solving skills, communication skills and social skills. We believe that this emphasis, nurtured in a faith community based on Catholic values, will prepare our students for a technological world where flexibility, adaptability and well-developed thinking skills will define success.

## **Middle School**

The term "Middle Schooling" is used to describe a particular phase of a young person's formal education. This important phase bridges the gap between the traditional primary and secondary approaches to education with a view to responding more effectively to the specific developmental needs of students in the upper primary and lower secondary years (roughly ages 11-14). The Middle School provides academic rigour in the core subjects while stimulating the interests of students with an exciting array of elective subjects and co-curricular opportunities. As such, the curriculum of the Middle School is designed to be specifically sensitive to the developmental needs of young adolescents in the 11-14 years age group. The College strives to foster an environment based on harmonious working relationships, responsibility and mutual respect while endeavouring to excite and stimulate students towards the notion of life-long learning and dealing with change.

## Senior School

The Senior School at Ursula Frayne Catholic College caters for students in Years 10, 11, and 12 where preparation for life beyond secondary school is a key focus. This preparation incorporates three interrelated aspects: the spiritual dimension in which all students are nurtured to grow in wisdom and love; the pastoral dimension encouraging resilience, independence and social awareness; and an individual, academic focus promoting rigour and excellence. This philosophy consolidates the student-centred learning pedagogy used in the Middle School and senior students are encouraged to accept greater responsibility for not only what they learn, but also how they learn. To this end, the Senior School has the goal of providing students with the opportunity to select courses according to their specific needs, interests and career path and places great importance on the extension of students.



## **Roles and Duties of Non-Teaching Staff**

All appointments to the non-teaching staff and assignments of duties, roles and responsibilities are the prerogative of the Principal.

All non-teaching staff are covered by *The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement, 2014*.

Non-teaching staff are accountable to the Principal, through the Business Manager, for the proper exercise of their roles.

## **Selection Criteria**

Successful applicants for Non-Teaching positions at Ursula Frayne Catholic College will demonstrate the following:

- A strong identity with the Catholic faith;
- Support the philosophy of Ursula Frayne Catholic College;
- The energy to be part of a team and building a Catholic school community;
- A willingness and ability to work together with other staff members as a team, showing initiative, enthusiasm and reliability;
- Foster good professional relationships with students, parents and outside agencies within the wider community;
- Be aware of their influence on students;
- Both by their example and explicit actions, non-teaching staff must support the school leadership and the teaching staff in their endeavours to fulfil the aims of the college;
- An ongoing commitment to professional learning

## **Essential Role Criteria**

- Experience in the coordination of risk and compliance, preferably in a school/College setting or similar.
- An awareness and appreciation for the Catholic ethos of the College.
- A sound knowledge of contemporary risk management practices and Work Health and Safety legislation as it applies to a school/College setting or similar.
- A high standard of verbal and written communication skills.
- High level of time management, organisational, administrative and planning skills.
- Proficient knowledge in Microsoft Office suite.
- The ability to work independently and as a member of a team

## **Qualifications – Desirable**

- Tertiary qualifications in either Commerce, Insurance, Risk Management, or a
- Diploma/Certificate in Workplace Health & Safety or is working towards these qualifications.

# Essential Work Requirements

Persons appointed to the position at Ursula Frayne Catholic College shall, as a minimum:

- Applicants must be fully supportive of the objectives and ethos of Catholic education.
- To be eligible to apply for this role you must be legally permitted to work in Australia.
- In applying for this position, you will be providing personal information to the school. This information will be used to assess your application for employment.
- A current Nationally Coordinated Criminal History Check (NCCHC) as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).
- On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#). An application for a WWC must be made in person.

## Contract Period

The initial contracted period until 31 December 2024. To be reviewed prior to 31 October 2024.

## Applications

1. Applications for the position of Risk and Compliance Officer should be completed on the **Application Form**. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include. Maximum of one (1) page
3. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.
4. Applicants will be expected to uphold the Catholic ethos of the College.

Applications will be received until **4.00pm WST on Tuesday 28 March 2023** and should be marked "CONFIDENTIAL" and addressed to:

The Principal  
Ursula Frayne Catholic College

### BY EMAIL:

[admin@ufcc.wa.edu.au](mailto:admin@ufcc.wa.edu.au)

### IF POSTING:

15 Duncan Street  
VICTORIA PARK WA 6100

Interested applicants should refer to the following documents:

- Risk & Compliance Officer- General Information and Role Description
- Official Application Form



# Appendix 1:

## RISK & COMPLIANCE OFFICER ROLE DESCRIPTION

The role of the Risk & Compliance Officer is to:

- Review, implement and maintain College procedures, processes and guidelines to ensure compliance with Catholic Education Commission of Western Australia Policy Statements and Executive Directives.
- Publish updated procedures, processes and guidelines to the College Handbook, College website where appropriate and advising staff of updates.
- Advise the Executive Leadership Team of changes to CECWA Policy and/or Executive Directives and other legislative requirements which effect compliance or College procedures, processes, plans or guidelines.
- Maintain and ensure compliance obligations particularly in the areas of Complaints Handling, Work, Health and Safety, and Child Safeguarding and proactively implement changes to reflect evolving legislation, policy and industry standards.
- Maintain and further develop reporting, recording and analysis systems (e.g., Registers) and responsibilities, including but not limited to incident reporting, complaints, compliance breaches, safety incidents, near misses etc.
- Ensure ongoing compliance with Work, Health & Safety legislation and policy requirements to ensure the College fulfills its obligations to staff, students, contractors, volunteers and visitors.
- Support staff members in conducting risk assessments for school events, activities, excursions and tours in accordance with relevant legislative and compliance requirements.
- Continually revise and ensure validity of Emergency Management Plans, including regular reviews and rehearsals.
- Regularly maintain and update the college's risk profile register in conjunction with the Business Manager.
- Support, liaise and participate in Work, Health and Safety committee meetings.
- Ensure appropriate collection and storage of risk and compliance records that is consistent with legislative requirements.
- Undertake other duties as requested by the Principal.

*Given the dynamic nature of the school environment, the College reserves the right to alter roles and responsibilities to suit leadership and management requirements at any point in time. However, as a minimum, the requirements and the attendant conditions will be formally reviewed at the end of each contract period.*