



Policy Officer (Risk and Compliance)

POSITION DESCRIPTION

Position	Policy Officer (Risk and Compliance)
Enterprise Agreement / Award	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
Reports to	Risk and Compliance Manager
Employment type	Fixed Term for 12 Months
FTE	Part-time (0.6 FTE) – working hybrid model: part of time in the office and part of time working remotely
Grade	Grade 2 – Grade 3 based on relevant skills and experience

PURPOSE OF POSITION

As the Policy Officer, your primary responsibility will be to oversee and manage the policies and procedures of Girton Grammar School. This includes creating, amending, maintaining, and reviewing our school's policies and procedures to ensure comprehensive oversight and safeguarding across all areas including collaborating with school leadership to identify areas requiring policy development or revision.

In this role, you will be instrumental in shaping and implementing policies that govern our operations and practices. Utilising the VRQA framework, you will develop, review, and identify policies that align with our institution's mission, values, and regulatory requirements.

We are seeking a candidate who possesses strong analytical skills, meticulous attention to detail, and a steadfast commitment to fostering a safe, inclusive, and supportive learning environment for both students and staff. As a Policy Officer, you will play a crucial role in upholding the integrity and effectiveness of our educational policies and procedures.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School is a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.



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KEY OUTCOMES

Policy Development:

- Conduct research and gather stakeholder input to draft comprehensive policies and procedures on various topics such as student conduct, academic integrity, diversity and inclusion, health and safety, and others as required.
- Oversee and develop the Policy and Procedure requirements for the school.
- Analyse policies, procedures, work instructions, forms, and guidelines to ensure compliance, identifying areas for improvement and implementing impactful process changes.

Policy Review and Evaluation:

- Review existing policies for relevance, effectiveness, and legal/regulatory compliance, adjusting or improving as necessary.
- Collaborate with relevant staff to create, amend, maintain, present, and review school policies and procedures.
- Maintain a policy and procedure register, ensuring timely review and updates.

Compliance Monitoring:

- Stay updated on state and federal regulations related to legislative and educational requirements, ensuring alignment of school policies.
- Establish a framework for monitoring and reporting on policy compliance, providing guidance and training to staff as needed.

Communication and Training:

- Communicate policy changes and updates to relevant stakeholders.
- Develop training sessions, workshops, or informational materials to promote understanding and adherence to school policies.
- Utilise preloaded training modules or create custom modules as necessary.

Data Analysis and Reporting:

- Collect and analyse data on policy implementation and outcomes.
- Prepare reports summarising key findings and recommendations for school leadership, the board, or external agencies.

Additionally, the Policy Officer will support the Risk and Compliance Manager with day-to-day functions related to health and safety, risk management, and compliance systems. This includes assisting with quality-related activities, accreditation preparations, compliance training coordination, and supporting other relevant projects. The role also involves fostering a positive and collaborative culture regarding risk, quality, and compliance, and ensuring effective engagement and communication with stakeholders across the school.

- Demonstrated understanding of legislation, regulations, and standards relevant to the school/education sector.
- Previous experience supporting risk and compliance in a school/education setting.



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KEY SELECTION CRITERIA

- A comprehensive policy generalist background and demonstrated knowledge, skills, and practical experience in managing and supporting organisational policies and procedures.
- Proficiency across policy and procedure best practice management and statutory requirements.
- Experience working in an education environment and/or with enterprise agreements and unions is highly desirable.
- Ability to work under minimum direction with a strong work ethic and accountable for own outcomes.
- Comprehensive administration and organisational capabilities to successfully manage work planning and achieve required work outcomes. This includes undertaking research and investigations which may be extensive.
- High level proficiency in MS Office (e.g. Outlook, Word, PowerPoint and Excel) and ability to efficiently navigate databases and systems.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable.

Essential Skills:

- Proficiency in operating various Microsoft Office Suite products and other in-house programs and databases.
- Strong stakeholder management skills, capable of effectively liaising with diverse audiences.
- Advanced problem-solving skills and systems thinking ability.
- Capacity to work independently, exercise judgment, and proactively address complex problems.

CAPABILITIES

- Influences, empowers, motivates and inspires others to achieve or exceed performance expectations.
- Envisions, evaluates and implements new possibilities.
- Ability to work effectively in a collaborative team environment and to influence at the highest level.

PERSONAL CHARACTERISTICS

- Open-minded and collaborative.
- Ability to operate at high levels of confidentiality.
- Optimistic and enthusiastic.
- Personal integrity, honesty and fairness.
- Creative and organised.
- Builds relationships and develops trust with students, staff and families.
- Remains calm focussed and maintains perspective when dealing with difficult situations.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the



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School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures.
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, are encouraged to be fully vaccinated against COVID-19.

ADDITIONAL INFORMATION

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.
- Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.
- Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Created	March 2024
Next Review	