



THE KING'S SCHOOL

POSITION DESCRIPTION

QUALITY AND COMPLIANCE

MANAGER

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein students are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

ROLE PURPOSE

The Quality and Compliance Manager fulfils one of the key roles in the School's overall Quality, Risk Management and Compliance strategies. Through the co-ordination of various activities, systems and responses the role assists the School's leadership to ensure the workplaces under their control operate at an acceptable level of compliance, quality and safety for the staff, students, contractors, volunteers and visitors that participate in the School's wide range of School related activities.

ACCOUNTABILITIES

- Develop, encourage and help support a Quality Management culture across all areas of the School.
- Monitor and report on compliance performance to ensure any compliance issues/concerns are being appropriately evaluated, investigated and resolved, as well as looking for opportunities for continuous improvement.
- Manage the development, maintenance and revision of policies and procedures to ensure they continue to be relevant to the School.

- Provide effective management, customer satisfaction and QA requirements as defined by relevant ISO Standards (initially in Quality, Environment, Complaints Handling and Risk Management).
- Identify and/or improve appropriate Quality Management software or systems ensuring quality is supported in a way that encourages engagement from all staff and delivers appropriate levels of reporting.
- Work closely with The King's Institute and the People & Culture team to document and implement the compliance training framework across all areas of The School.
- Develop and manage a framework for consultation on WHS matters that is fit for purpose and compliant with relevant legislation.
- Facilitate the development, documentation and implementation of preventative strategies such as policies, procedures, safe work practices, control of specific hazards, safety management plans, training and health promotion activities all in consultation with relevant staff as necessary.
- Liaise with the School's trained WHS Officers situated throughout the School over WHS matters; attend regular (generally termly) meetings of the WHS Officer Groups and assist with the regular consultation on WHS matters with staff and others.
- Co-ordinate the utilisation of external providers to undertake WHS related activities such as specific area audits, training and obtaining specific advice.
- Pursue the development and maintenance of the School's Risk Management System (database) that records and notifies all reported accidents and hazards.
- Promote the utilisation of the Risk Management Database amongst all staff.
- Manage a system to identify and assess as necessary workplace hazards and the development of control strategies.
- Be involved in or undertake workplace inspections, audits and accident investigation.
- Assess the impact on WHS of planned and actual changes to the workplace and work practices.
- Consult and communicate to promote health and safety in the workplace.
- Attend and facilitate effective meetings of the WHS Committee comprised of WHS Officers and assist it to have an effective role in the School's WHS Systems.
- Assist staff to assess the impact on WHS of planned and actual changes to the workplace and work practices.
- Develop documentation required by WHS law, in consultation with staff, develop, including relevant Codes, and oversee the currency of that documentation eg Chemical Register, Hazardous/Dangerous Goods Register etc.
- Develop and with the assistance of other staff and WHS Officers, maintain necessary Registers eg Accident Register, Hazards Register, WHS Training Register and Departmental WHS Record Systems as required by WHS law.
- Ensure relevant published documents eg WHS Policy and Consultation Statement are up to date and reflect the School's obligations under relevant legislation.
- Liaise and assist the several Return to Work Co-ordinators situated in the School's various functional areas in managing staff injuries and their prompt return to work (incumbent will undergo RTW co-ordinator training if not already qualified).
- Discharge a key role in overseeing the School's Risk Management Steering Group that is the forum in which the School's risk management arrangements are reported and decisions taken.

- Develop and maintain the School's utilisation of the Assurance module of the Complispace Risk Management platform, along with other functionality of that platform.

GENERAL REQUIREMENTS

General requirements include:

- Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Support and advance the values of the School as a community that seeks to promote:
 - Humility
 - Honesty
 - Respect
 - Responsibility
 - Integrity
 - Compassion
 - Excellence
- Model Christian character and good moral behaviour.
- Demonstrate advanced communication and inter-personal skills.
- Create a productive work environment where staff and students are valued and respected.
- Contribute to the collegiality of staff.
- Support the Director of Continuous Improvement and the Headmaster and help translate the wishes of the School Governance and School Management into effective practice.
- Support Equal Opportunity, adhere to Workplace Health and Safety guidelines, and fulfil their duty of care.
- Contribute to their professional development and seek to improve skills to be utilised in the fulfilment of their role within the School.
- Be a good role model in terms of personal hygiene, grooming, language and punctuality.
- Possess the very highest standards of integrity and honesty.

KEY RELATIONSHIPS

The Quality and Compliance Manager reports directly to the Director of Continuous Improvement.

Other working relationships include:

- School Extended Executive
- School staff
- External providers

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience managing and developing Quality, Compliance and Work Health and Safety functions
- The ability to develop and implement policies, procedures and practices
- Sound understanding of Quality, Compliance and Work Health and Safety legislation and regulations
- Demonstrated experience providing proactive management and leadership
- High levels of written and verbal communication skills

PERSONAL ATTRIBUTES

- Excellent interpersonal skills in dealing with busy professional and other staff
- Experienced and professional in your approach
- Being an organised self-starter
- Being able to provide demonstrable evidence of progress being made on a regular basis
- Relevant experience and qualifications to undertake this role

QUALIFICATIONS

- Qualifications in the area of Quality, Compliance and Work Health and Safety.
- Current Working with Children Check (WWCC).

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment;
- Reporting any hazard, injury, or near miss through the School's RMS system;
- Following emergency evacuation and management procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties;
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.