PREAMBLE:
Mercedes College is a Catholic school owned by the Institute of Sisters of Mercy Australia & Papua New Guinea for girls in Years Seven to Twelve. Situated in the heart of the City of Perth and part of the City’s heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls’ school in Australia on the original site of foundation. Mercedes College has an enrolment of 975 students and over 120 staff.

Throughout its 171 years of Mercy education, Mercedes College has demonstrated a commitment to the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

We are inviting applications for the following position from individuals who will bring expertise, enthusiasm, innovation and a commitment to the shared Vision of the College. It is essential that applicants be prepared to support the ethos, values and mission of the College.

Position: Administration Officer
Job Title: Compliance & Safety Officer
Reports to: Bursar
Award: The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014

Position Status: 30 hours/week, within Monday-Friday, 8:00am-4:00pm days

Duties & Responsibilities:
- Ensure compliance with workplace policies & procedures
- Develop workplace practices consistent with legislation, codes/regulations
- Audit of buildings and grounds to identify hazards & propose corrective actions
- Engage with and support staff to prepare risk management assessments
- Support management and staff awareness of OS&H responsibilities and accountabilities
- Manage annual Compliance Register compilation for Governing Body
- Conduct safety training for staff as required
- Liaise with relevant authorities regarding OS&H issues
- Maintain Asbestos Register
- Attend OS&H Committee meetings

Essential Criteria:
- Accreditation to Work in a Catholic School or a commitment to work towards Accreditation
• A Working with Children Check
• National Police History Check
• Minimum three (3) years' working experience in similar or related role

Skills Required:
• High level of computer literacy, data entry skills
• Capacity to work autonomously and in partnership with all categories of staff
• Capacity to interpret & appropriately apply legislative and regulatory requirements
• Ability to communicate clearly, verbally or in writing
• Effective time management and personal organisation

Personal Attributes:
• Positive ‘can do’ attitude
• Enthusiasm for the role

COMMENCEMENT DATE:
The commencement date for this position is as soon as possible after the interview process has been completed.

CONDITIONS OF EMPLOYMENT:
Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014, Catholic Education Commission of Western Australia Policy Statements and school based policy statements.

Remuneration will be dependent on experience.

APPLICATIONS:
Applications must be in writing addressed to the Principal, Mrs Kerrie Fraser, and emailed to employment@mercedes.wa.edu.au by 4pm Monday 6 March 2017.