



## JOB DESCRIPTION

<b>Job Title:</b>	WHS/Risk Management/Facilities Administration Officer –
<b>Job Type:</b>	Full-time
<b>Salary Classification:</b>	NT Christian Schools AO 5,1 – 5,3
<b>2021 Annual Salary Rate Full-time:</b>	\$84,325.00 - \$88,717.00 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
<b>School/Entity:</b>	NT Christian Schools
<b>Responsible to:</b>	Facilities Manager
<b>Date Advertised:</b>	September 2021

### Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations:

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

This role is to support the Facilities Manager in an administrative capacity in matters relating to WHS and Facilities across NT Christian Schools and assist in the administrative aspects of the organisational risk framework implementation and reporting.

### Primary role

You will be required to communicate and assist with the implementation of risk policies and processes for the organisation under the direction of the Facilities Manager. Your role will seek to facilitate operational risk models across all our schools and facilities, ensure assurance controls are operating effectively and provide research and analytical support. Ensuring implementation of all Work Health and Safety policies and procedures across the organisation. This will include:

- Facilitating in the designing and implementation of an overall risk management process for the organisation.
- Collating and analysing current risks and identifying potential risks that are affecting the organisation
- Risk reporting tailored to the relevant audience (preparing report for the Board about the most significant risks to the organisation; ensuring Principals understand the risks that might affect their departments, ensuring individuals understand their own accountability for individual risks)
- Working with School WHS representatives to ensure consistency and implementing health and safety measures are being carried out as per NT Christians Schools WHS policies and procedures.
- Facilitating and reporting on policy and compliance audits with internal stakeholders.
- Maintaining records of insurance policies and claims
- Maintaining preferred contractor database
- Maintaining records of any new major contracts or internal business proposals
- Assist in risk awareness amongst staff by maintaining the register of WHS support and training within the organisation.
- Ensure the mapping of all facilities and WHS based projects across the organisation
- Preparing and evaluating documents required for facilities tendering process, and reporting on status of delivery
- Communicating and monitoring of all contractors
- Ensure that service provision is customer focussed and professionally and effectively conducted, and contribute to an integrated team approach and culture which is highly responsive to the needs of internal and external clients.
- Contribute to a positive work culture which is based on NT Christian Schools' values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.

## **Selection criteria**

### ***Essential***

- Analytical skills and an eye for detail
- Demonstrable accuracy with numerical skills
- Commercial awareness and ability to understand and integrate broader business issues
- Driver's license
- Safe NT Working with Children (Ochre Card) or the ability to obtain
- Knowledge of current WHS legislation, acts, code of practice and regulations with Certificate IV in Work Health and Safety (minimum)
- Ability to work autonomously as well as in a team
- Excellent communication skills
- Excellent time management, planning and organisation skills.

### ***Desirable***

- Previous experience in a similar work environment or role.