



Nano Nagle  
NETWORK

## Position Description: Safety Officer

ROLE TITLE	Safety Officer
LOCATION	Nano Nagle Network Office, Carlton
NETWORK	Nano Nagle Network, Edmund Rice Education Australia
POSITION REPORTS TO	Business Manager
POSITION SUPERVISES	N/A
DOCUMENT DATE:	01/03/2021

**Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply**

### Foundation Statement

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, through valuing, supporting and celebrating the uniqueness and dignity of each person.

EREA Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

### Background

The Nano Nagle Network is an initiative of Edmund Rice Education Australia. EREA services including Flexible Learning Centres (FLCs), offer a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the Nano Nagle Network services respond with a variety of flexible and innovative social inclusion and learning experiences.

Nano Nagle Network services provide young people with a varied and holistic set of learning experiences, supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;

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St. Joseph's Flexible Learning Centre | 385 Queensberry Street, North Melbourne Vic 3051 [P] 03 9269 6900  
St. Joseph's Flexible Learning Centre | 15 Police Lane, Geelong Vic 3220 [P] 03 5201 8090  
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell Tas 7011 [P] 0427 249 286  
[W] [www.youthplus.edu.au](http://www.youthplus.edu.au) | ABN: 96 372 268 340

- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See [www.ereafsn.edu.au](http://www.ereafsn.edu.au) - Publications for further information.

## Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website at [http://mail.ereflc.org.au/docs/occasional\\_paper\\_series\\_booklet.pdf](http://mail.ereflc.org.au/docs/occasional_paper_series_booklet.pdf) ).

## EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website:

<https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf>

## Primary Role

The Safety Officer is accountable for providing functional W/OHS management expertise to our Victorian and Tasmanian sites to provide safe and secure school facilities, grounds and environments that enhance student learning outcomes and comply with statutory obligations. The Safety Officer will be based in our Carlton office and will be required to regularly travel to school sites in Victoria and Tasmania.

## Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

1. Maintain fidelity to and model best practice in Operation by Principles and other key Nano Nagle practices as articulated in our Framework;
2. Maintain systems and procedures to ensure the efficient and effective functioning of the Network’s W/OHS Management System.
3. Contribute to the development of the Network’s safety culture and legislative compliance.
4. Co-ordinate the Network’s hazard, injury and incident registers, analyse trends, data and information and make recommendations to enhance operations to reduce the number of hazards, injuries and incidents.
5. Co-ordinate the Network’s Emergency Evacuation and Lockdown procedures to ensure that procedures meet required standards and that staff understand these procedures.
6. Co-ordinate the implementation of risk assessments, controls and risk mitigation procedures and assist with the maintenance of the Network’s risk and hazard registers.
7. Ensure that your knowledge on relevant W/OHS Act, Regulations and Code of Practice is current.
8. Administer implementation of W/OHS information and training on Complispace and the workflow applications.
9. Provide assistance with investigations into reported hazards and serious injuries and provide effective support for the long-term control of any identified risks.
10. Plan and facilitate the education, training and up-skilling of staff through the development and delivery of effective W/OHS and risk management training programmes.

11. Act as the Network's representative with Worksafe and Workcover in Tasmania and Victoria and manage all "notifiable incidents" and any other matter related to these authorities.
12. Prepare correspondence and reports on W/OHS for the Business Manager and Network Principal.
13. Produce relevant WHS documentation, including training guides, manuals, policies and procedures as required
14. Participate in team meetings, staff training and other development activities as required.
15. Assist site based Work, Health and Safety Committees and Maintenance Team, providing information, relevant resources and coordinate information from sites to the Network for action.
16. Responsible for the Workers Compensation process at all sites, act as the Return to Work Coordinator, develop return to work plans and support staff and managers with successful return to work
17. Conduct site inspections each month and provide tracking reports to management on hazards, issues and suggested improvements.
18. Support and comply with Child Safeguarding Practices according to policy
  - Abide by EREA's [Child Protection Policies](#), [Code of Conduct](#), and [Child Safe Code of Conduct](#).
  - Abide by Nano Nagle Network's [Child Safety Policy and Code of Conduct](#).
  - Ensure legal and mandatory reporting obligations are met, consistent with the FLC's 'Procedures for Responding to and Reporting Allegations of Child Abuse' within the FLC's 'Child Protection Program'.
19. Carry out duties and tasks that may be reasonably assigned by the Business Manager and Nano Nagle Network Principal.
20. Ensure that all Safety /W/OHS and general school procedures and protocols are followed

### Selection and Review Criteria

Qualifications	Skills and Attributes
<ul style="list-style-type: none"> <li>• Minimum Diploma in Work Health and Safety</li> <li>• Return to Work Coordinator training or willing to obtain</li> <li>• Ability to obtain Working with Children Check in Victoria and a Working with Vulnerable People Clearance in Tasmania</li> <li>• Hold appropriate Australian Work Rights</li> <li>• Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty</li> <li>• Experience working in a safety role in a multi-site environment.</li> <li>• Good written and verbal communication skills</li> <li>• Attention to detail</li> <li>• Conflict resolution skills</li> <li>• Collaborative team player with the ability to build quality working relationships</li> <li>• A commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity</li> <li>• Resilient and able to develop resilience in others with a high level of emotional intelligence</li> <li>• Ability and willingness to travel to school sites and attend professional development as required.</li> </ul>
<p><b>Physical Requirements</b></p> <p>The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.</p>	