



St Catherine's School

POSITION DESCRIPTION RISK MANAGER

Department	Human Resources	Reports to	Director of Business
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	<p>School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude</p> <p>'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity. She approaches both her work and the world around her with a sense of curiosity. She will always persevere, even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'</p>		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Risk Manager will play a crucial role in overseeing the implementation of risk management and compliance policies and systems within the School, including the Child Safe Program and Work Health and Safety Processes. This role is responsible for keeping all staff informed of their obligations in risk and compliance management and fostering a collaborative approach to maintaining a safe and compliant environment.

Hours of work

- FTE of 0.6 (Part-time position, 3 days onsite per week).

SPECIFIC RESPONSIBILITIES

- Develop, implement, and maintain the School's risk management and compliance frameworks, including the Child Safety Program and Occupational Health and Safety processes.
- Take ownership of the School's Risk Management Policy and assist the School in the Policy's ongoing development and the management of risk in accordance with the Policy.
- Oversee the School's Risk Management Framework - including the maintenance and development of reporting systems to ensure risks are understood and effective management strategies are implemented.
- Maintain and manage the School's Risk Register including: annual reviews, risk identification, assessment of the integrity of risk controls, implementation and monitoring of Risk Action Plans
- In conjunction with School Executive, identify, assess, and prioritise key risks, provide consultation, guidance and advice on risk mitigation strategies, and assist in implementation of agreed strategies.
- Provide risk advice to staff, and assist in administration of risk management processes - including review of risk assessments for School activities such as camps, trips and tours, major events etc.
- Assist in the development, drafting and review of relevant risk related policies as required.
- Assist the School Executive to manage and develop the School's Critical Incident Management Plan, including emergency management planning.
- Assist as required in the placement of the School's insurances, in managing claims/potential claims and in insurance matters generally.
- Liaise with School Executive and external consultants where necessary on the implementation of best practices in Risk Management.
- Promote a positive culture of risk management awareness in the School.
- Review the application of IT tools to assist in management of cyber risk.
- Provide regular reports to the School Executive, Risk Management Committee and School Council.

Compliance

- Advise School Executive on issues relating to compliance, encompassing internal STC requirements as well as statutory and regulatory requirements.
- Assist School Executive and Senior Management, as necessary, in reviewing and developing supporting compliance processes and policies.
- Take responsibility for specific School wide compliance tasks - generally related to government reporting.

OH&S

- Chair the OH&S Committee meetings.
- Oversee operation of the School's electronic incident reporting.
- Oversee the work cover process and claims.
- Provision and analysis of OH&S statistics and reports.
- Liaise with Worksafe and any other relevant statutory authorities, coordinating site visits, when relevant.

- Co-ordinate the School's external and internal OH&S audit inspection programme and ensure compliance with the School's OH&S obligations.

Other

- Prepare timely, accurate and data informed risk and compliance reports for School Council, the Risk Committee and School Executive
- Ensure that School staff, especially the School leadership, is trained in the practical use of risk management systems and understands both individual and School responsibilities relating to risk management.
- Deliver training and presentations on risk and compliance management, as required.
- Advise on costing of and budgeting for risk management activities.
- Prepare external reports for government agencies, as required.
- Ad hoc duties as directed.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Key Selection Criteria

- Relevant tertiary qualifications in Risk Management, Compliance, Occupational Health & Safety (OHS), Law, Business, or a related field.
- School experience essential.
- Proven experience in risk management frameworks and incident reporting.
- Knowledge of legislation, regulations, and best practices related to child safety, workplace health and safety, and risk management.
- Strong understanding of WorkCover processes, insurance claims, and return-to-work coordination.
- Demonstrated knowledge of child protection laws, child safety standards, and mandatory reporting obligations
- Experience in conducting risk assessments, audits, and policy reviews to ensure regulatory compliance.
- Strong organisational skills with the ability to prioritise tasks, manage competing deadlines, and work independently.
- Excellent communication and interpersonal skills to engage with senior leadership, staff, students, contractors, and regulatory bodies.
- Demonstrated innovative use of ICT.
- Willingness to uphold the ethos and values of the School at all times.
- Current Working With Children's Check.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.