



St Catherine's School

POSITION DESCRIPTION HR & RISK MANAGER

Department	Human Resources	Reports to	Principal
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	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude '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.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The HR & Risk Manager is responsible for leading the School's Human Resources and Risk Management functions, ensuring strong people practices and comprehensive governance frameworks are in place. The role works with the executive team to oversee employee relations, performance management, recruitment and policy development and implementation, while also managing compliance, workplace health and safety, child safety obligations, and organisational risk. This position plays a key role in fostering a positive workplace culture and safeguarding the School's people, reputation, and operational sustainability.

It is expected that all staff at St Catherine's will embrace the School values, and the development of a culture of continuous improvement and commitment to excellence.

It is expected that in all dealings with stakeholders, including staff, parents, students, suppliers and members of Council, the Communications Specialist will present a highly professional, friendly and responsive attitude.

SPECIFIC RESPONSIBILITIES

Strategic People and Culture Leadership

- In collaboration with the Executive Team, lead the development and implementation of the School's workforce strategy.
- Provide strategic advice to senior leaders on workforce planning, organisational design and succession planning.
- Contribute to whole school strategic planning, ensuring alignment between people strategy and organisational priorities.

Employee Relations and Performance Management

- Oversee employee relations frameworks and performance management processes, in collaboration with School leaders.
- Lead complex or sensitive workplace matters, including investigations, disciplinary processes and conflict resolution.
- Provide advice and support leaders to ensure consistent, fair and legally compliant people management practices.
- Provide guidance on employment legislation, procedural fairness and risk mitigation.

Governance, Policy and Compliance

- Manage and review the School's HR policy framework, in collaboration with relevant stakeholders.
- Monitor compliance with employment legislation, Awards and the School's EBA.
- Provide assurance reporting to the Executive and Board on workforce compliance and emerging risks.
- Maintain oversight of contractual, regulatory and governance obligations relating to staff employment.

Risk Management and Assurance

- 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

- 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 the School Executive to manage and develop the School's Critical Incident Management Plan, including emergency management planning.
- 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.

OH&S and Child Safety Governance

- Chair the OH&S Committee meetings.
- Oversee operation of the School's electronic incident reporting.
- Provision and analysis of OH&S statistics and reports.
- Oversee the WorkCover process and claims.
- 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 required.

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 Human Resources, Business, Risk Management, Law or a related discipline.
- School experience is essential.
- Proven experience in risk and HR 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. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.