



St Catherine's School

POSITION DESCRIPTION RISK COORDINATOR

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	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 Risk Coordinator will provide administrative and operational support to the Executive Team and Middle Leaders in the coordination and implementation of the School's risk management and compliance policies, processes and systems, including the Child Safe Program and Work Health and Safety requirements. The role will support the maintenance of accurate risk and compliance documentation, records and registers, assist with monitoring and reporting requirements, and coordinate key administrative processes to ensure obligations are effectively managed. The Risk Coordinator will work collaboratively with staff across the School to support consistent risk and compliance practices and ensure relevant information and documentation is maintained and readily accessible.

SPECIFIC RESPONSIBILITIES

- Support the development, implementation and maintenance of the School's risk management and compliance frameworks, including the Child Safety Program and Occupational Health and Safety processes.
- Support the School's Executive Team with the ongoing development and administration of the Risk Management Policy and associated processes.
- Support the administration and coordination of 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 administrative and coordination support in relation to risk mitigation strategies, and assist in implementation of agreed strategies.
- Provide risk advice to staff, and assist in administration of risk management processes - including coordinating and maintaining documentation relating to 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.
- Assist with the review and administration 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 the Executive Team on issues relating to compliance, encompassing internal STC requirements as well as statutory and regulatory requirements.
- Assist the Executive Team in reviewing and developing supporting compliance processes and policies.
- Coordinate and maintain documentation for specific School wide compliance tasks - generally related to government reporting.

Occupational Health and Safety

- Provide administrative and coordination support to the OH&S Committee.
- Coordinate and maintain the school's electronic incident reporting system.
- Compile and assist with the analysis of OH&S statistics and reports.
- Provide administrative support in relation to the WorkCover process and claims.

- Liaise with WorkSafe and any other relevant statutory authorities, as required, including assisting with the coordination of site visits.
- Assist with the coordination and administration of the School's external and internal OH&S audit inspection programme and maintain relevant documentation to support 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 Executive Team.
- Assist with the coordination of training and information for School staff, especially the School leadership, to support their understanding and practical application of risk management systems and their individual and School responsibilities.
- Assist with the coordination and delivery of training and presentations on risk and compliance management, as required.
- Assist with costing of and budgeting for risk management activities.
- Prepare external reports for government agencies, as required.
- Provide administrative and coordination support to the School Executive on risk and compliance matters, 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 Risk Management, Compliance, OHS, Law, Business or a related field, with school experience highly regarded.
- Demonstrated experience in a school environment and understanding of school operations and compliance requirements.
- Proven experience supporting risk management frameworks, risk assessments and incident reporting.
- Knowledge of legislation, regulations and best practice relating to child safety, OHS and risk management.
- Understanding of WorkCover processes, insurance claims and return-to-work coordination.
- Knowledge of child protection laws, child safety standards and mandatory reporting obligations.
- Experience supporting audits, policy reviews, compliance activities and maintaining accurate records and documentation.
- Strong organisational and administrative skills, with excellent attention to detail and the ability to manage competing priorities.
- Excellent communication and interpersonal skills, with the ability to support the School Executive and work collaboratively with staff and external stakeholders.
- Demonstrated proficiency in ICT and relevant administrative systems.

- Willingness to uphold the ethos and values of the School.
- 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
