



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

**Position**  
Risk Manager

## Reporting to

The Headmaster, through the Director of Finance & Administration

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Risk management is a core element of the School's educational activities and the School's approach to risk management is set out in its Risk Management Policy and Risk Management Framework, which are in turn supported by a detailed Risk Register and Risk Action Plans. The Risk Manager is responsible for ensuring that the School continues to address risk in a systematic way, consistent with AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines, and legal and regulatory requirements. The role reports to the Headmaster through Director of Finance and Administration, provides advice to the School Executive and School Council, and interacts with staff at all levels.

This position is based at the South Yarra Campus but will have School-wide responsibility. The incumbent is expected to support the aims, policies and procedures and the philosophy of Melbourne Grammar School.

## Purpose of the Role

The primary focus of the role is the ongoing development, implementation and support of appropriate risk management and compliance processes within the School in line with the School's Risk Management Policy. The aim is to encourage a positive risk management culture and to ensure that the School:

- Maintains appropriate risk management standards in its day-to-day operations
- Establishes appropriate governance processes in the area of risk and compliance - including regular review of its Risk Management Policy, Risk Register and Risk Action Plans
- Complies with regulatory and legal requirements.

In undertaking this role, the Risk Manager:

- Attends all meetings of the Risk Management Committee of School Council and reports personally to School Council on an annual basis.
- Will join, and be a key member of, the School's OH&S Committee.
- Takes responsibility for relevant School wide compliance and reporting tasks.

## Key Internal Contacts

Headmaster	Director of Finance & Administration
School Executive Members	General Management staff
Director of Outdoor Education	Directors/Heads of Sport
Teaching Staff	OH&S Committee Members

## Key External Contacts

External consultants	Worksafe Victoria
Independent Schools Victoria	Relevant State/Federal departments



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## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Risk Management

- 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 can be 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 the Deputy Headmaster manage and develop the School's Critical Incident Management Plan, including emergency management planning (Displan).
- 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, Senior Management 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 risk management.
- Provide regular reports to the School Executive, Risk Management Committee and School Council.

### Compliance

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

### OHS

- Attend OH&S Committee meetings.
- Liaise with Worksafe, 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

- 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.



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## MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## Knowledge, Skills and Qualifications

- A thorough knowledge of and experience with Australian Standards and relevant legislation and regulations, including AS/NZS /SO 31000:2009 Risk Management Principles and Guidelines.
- General knowledge of and experience in OH&S legislation and compliance regulations.
- The ability to develop strong working relationships and liaise effectively with individuals at all levels.
- Excellent written and oral communication skills and highly developed report-writing skills.
- Effective planning and development skills, including the ability to prioritise tasks and manage competing tasks.
- Sound influencing and negotiating skills to manage change effectively.
- Strong analytical, evaluation and decision making skills.
- The ability to work independently and systematically.
- The ability to train and present on risk and compliance management.
- The ability to develop others through coaching and sharing of information and skills.
- A commitment to ongoing professional learning.
- An understanding of and commitment to the School's educational goals - both curricular and co-curricular.
- Possess a high level of drive, energy and commitment.
- Flexibility of working hours.
- Appropriate Risk Management and OH&S qualifications and/or at least five years relevant work experience.
- Must hold, or be willing to obtain, a current Employee Working with Children Check.

These statements of duties should not be seen as limiting. The role of the Risk Manager is expected to be an evolving one. Specific features of the description may alter as a result of changing circumstances in the life and operation of the School and because of new legislation.