



Position Description

Position Title	Risk and Governance Manager
Position Number	HR-RG-01
Primary Objectives	To lead the development, implementation, and monitoring of risk management, work health and safety, and governance frameworks across the Diocese.
Reports to	Diocesan Secretary and Executive Officer
Works with	Archbishop, Assistant Bishops, Archdeacons, EA to the Diocesan Secretary, Manager of Episcopal Services, Diocesan Senior Managers, Clergy and Parish Stakeholders
Supervises	Diocesan Archivist
Delegation Level	3
Position Location	Church House, Level 5/3 Pier St, PERTH WA 6000
Last Review of PD	14 August 2025

Value Statement

Employees of the Anglican Diocese of Perth are committed to truthfulness, honesty, generosity and selflessness. They possess an empathy for and a recognition of the importance of faith in people's lives, and are enablers of the Diocese's mission plan to build communities of hope, healing and transformation. The Diocese is committed to providing excellent internal and external customer service.

Living the Culture

Attributes	Definition	Why is it important?
Be collaborative	To work as an effective team member	Works towards fostering positive, successful working relationships in line with the organisation's values and ethos
Show initiative	To contribute positively to daily work activities and assigned projects	Provides valuable support for the seamless operation of the administration function
Show confidence	Ability to communicate effectively	Allows for successful mutual communication, ensuring information is conveyed and received in a professional manner
Possess high attention to detail	Exceptional degree of accuracy High standard in document presentation	Information circulated is current and accurate, enhancing the continued professional performance of the administration function

Key Responsibilities

Risk Management

- Assist the Diocesan Secretary in activating the Risk Management Framework and developing an appropriate and balanced risk focused culture across the Diocese.
- Develop and maintain risk registers.
- Develop and maintain plans for business continuity and crisis management.
- Work with the diocesan leadership to:
 - Identify new or emerging risks
 - Review existing risks and risk treatments
 - Monitor and assist senior managers with assigned actions and risk treatments
- Manage risk-related reporting to DC and PDT.

Work Health and Safety (WHS)

- Assist the Diocesan Secretary in activating the health and safety systems and developing an appropriate and balanced safety focused culture across the Diocese.
- Develop and maintain policy and procedures to provide WHS solutions for all workplaces, within the Diocese.
- Implement strategies to reduce injuries and illness across the Diocese.
- Oversee WHS audits, inspections, training and corrective action plans.
- Manage incident and hazard reporting.
- Manage WHS reporting to DC and PDT.

Policy

- Maintain strategic oversight of all Diocesan policy to support risk management.
- Manage the policy review, development, and approval process.
- Manage input to Diocesan Council (DC) and the Perth Diocesan Trustees (PDT) Policy Committees.
- Implement strategies to improve staff access to and awareness of policy, including managing the communication and dissemination of policy.
- Monitor legislative and regulatory developments affecting risk, WHS, insurance, and governance.

Insurance

- Maintain strategic oversight of all insurance policies.
- Liaise with insurers, brokers, and claims managers to ensure appropriate coverage and effective claims handling.
- Manage annual renewal of insurance policies.
- Implement strategies to reduce insurance premiums.
- Manage the Deductible Fund.
- In conjunction with the Chief Financial Officer, allocate premiums to parishes and other entities.
- Advise parishes and agencies on insurance requirements and risk mitigation strategies.

Governance

- Support the development and implementation of governance frameworks, policies, and procedures for the Diocese.
- Assist in the preparation of reports, policy documents, and governance resources for DC and PDT.
- Assist the Diocesan Secretary with the management of assigned projects.
- Act as the Diocesan Privacy Officer and Whistleblower Officer.

Information Management

- Manage promulgation and accessibility of information to support risk management.
- Oversee the information contained on the internal part of the Diocesan website, including Statutes, Policies, Forms and Resources.
- Maintain strategic oversight of Diocesan Archives.
- Direct supervision of Diocesan Archivist.
- Contribute to the strategic oversight of the Diocesan Website.

Other Duties

- The incumbent is expected to represent the Diocesan Secretary and Executive Officer on occasions, attending meetings and performing other duties on behalf of the Diocesan Secretary and Executive Officer.

Selection Criteria

Essential

- Tertiary qualifications in risk management, WHS, law, governance, or related field.
- Demonstrated experience in managing risk, WHS, insurance, and governance functions at a managerial level.
- Strong understanding of Australian WHS legislation, corporate governance principles, and insurance processes.
- Proven ability to develop and implement policy, frameworks, and training.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Excellent written and verbal communication skills
- Understanding of change management processes.
- High-level analytical, conceptual and problem-solving skills.

	<ul style="list-style-type: none"> • High level of integrity, discretion, and commitment to confidentiality. • Ability to interpret relevant data and legislation and to produce complex reports and advice. • Flexible and adaptable to change. • Proactive.
Desirable	<ul style="list-style-type: none"> • Supportive of the Anglican Church and its values.

Position Training Requirements		
Program Title	Mandatory	Optional
Anglicanism 101	X	
WHS	X	
Respect at Work	X	
Safe Ministry Level 1 or 2	X	

Acknowledgement

The information contained within this position description is intended to describe in general the nature and level of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, the incumbent may be required to perform duties outside of their normal responsibilities as required and directed.

Signing this Position Description Indicates an Agreement and Acceptance of the content and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature: