



# POSITION DESCRIPTION

**Directorate:** Education Directorate

**Position Number:** 00426

**Division:** Business Services Division

**Classification:** Administrative Services Officer Class 6 (ASO6)

**Business Unit:** Risk, Security and Emergency Management

**Location:** 220 London Circuit, Canberra City, ACT

**Position Title:** Risk and Insurance Officer

**Last Reviewed:** May 2026

## DIRECTORATE OVERVIEW

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The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

## BRANCH OVERVIEW

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The Governance and Community Liaison Branch forms part of the Business Services Division within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executives and ACT public schools. These functions include, broadly:

- Legal advice and support
- Complaints management
- Access to information
- Audit
- Risk, security, and emergency management
- Coordination of the Directorate's policy framework
- Support for governance issues.

## **BUSINESS UNIT OVERVIEW**

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The Risk, Security and Emergency Management Team develops and delivers policies, programs, and services to operationalise/strengthen the Directorate's capability in risk, security and emergency management including planning, preparation, and responses to critical incidents. The Team provides the overarching frameworks and underlying policies for the Directorate to strengthen/operationalise the resilience to emergency of its employees, ACT Public Schools, and their school communities, including overseeing the Directorate's Business Continuity Plan, Risk Management Framework and School Compliance Checklist. The team also performs critical functions in supporting the ACT if a whole of Territory environmental emergency occurs.

## **POSITION OVERVIEW**

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The Risk and Insurance Officer: Risk, Security and Emergency Management (RSEM) reports to the Assistant Director, RSEM.

The Risk and Insurance Officer is an active member of a the RSEM team, completing a range of administrative functions and lead projects related to Risk and Insurance. Being a highly motivated member of the team, the Risk and Insurance Officer is required to multi-task and actively engage in problem solving, manage complex and sensitive issues, with confidence and discretion.

Working independently using sound judgement will enable the Risk and Insurance Officer to work across networks within the ACT Education Directorate and the whole of the ACT Government.

In broad terms the Risk and Insurance Officer will:

- adhere to legislation, policy and regulations to lead and manage projects related to school risk registers and compliance
- provide advice and ongoing assistance to Directorate staff on risk and insurance matters
- assist in the development and delivery of programs for staff to improve risk management, insurance and compliance
- assist in the drafting and management of written and verbal correspondence, the provision of administrative support, ensuing adherence to governance and timeframes
- support team and branch projects through the coordination of tracking, analysis and reporting to the Executive Branch Manager and other Senior Executive.

## **WHAT YOU WILL DO**

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Under the general direction of the Senior Director, RSEM, the SO will:

1. Assist schools and business units in the development and implementation of risk management initiatives, strategies, and practices to actively eliminate or minimise risks
2. Provide guidance and support on insurance related functions and compliance in relation to excursions, and day to day business management.

3. Contribute and assist with the RESM strategic and operational direction of risk compliance across schools and business units.
4. Actively collaborate with schools and other areas in the Directorate to establish a program of ongoing maintenance and growth of compliance in risk and insurance.
5. Evaluate the adequacy of process, design and the effectiveness of program of works for continuous improvement.
6. Contribute to the preparation of concise and informative reporting, to effectively communicate findings and recommendations to the Senior Director
7. Maintain discretion and confidentiality, ensuring the application of sound judgement in managing sensitive information.
8. Perform other tasks as identified by the Assistant Director and Senior Director, RSEM appropriate to level which contribute to the operation of the team and the Branch.

## **WHAT YOU REQUIRE**

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated experience, knowledge or understanding in risk management and insurance and how it applies to a workplace to help deliver the Education Directorate's strategic objectives.
2. Proficient use of professional judgement and understanding of consequences in the course of decision-making, setting priorities to manage multiple activities and produce quality documents for reporting purposes.
3. High-level communication and presentation skills and the ability to adapt quickly using proficient administrative skills for strategic and operational purposes.

### **Behavioural Capabilities**

1. Demonstrated ability to work independently and as part of a team including the ability to manage workload priorities, work to multiple deadlines and deliver high quality outputs under pressure.
2. Demonstrated ability to develop and maintain effective working relationships, across a diverse range of internal and external stakeholders.
3. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

### **Compliance Requirements/Qualifications**

1. Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required to be maintained to occupy this position.

2. Experience in the areas of risk, emergency management or protective security will be highly regarded.
3. Experience in electronic management system such as TRIM, Wire or Objective will be an advantage.
4. Driver's licence is desirable.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Risk and Insurance Officer (ASO6): Risk, Security and Emergency Management (position number 00426). It indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in an activity based work environment.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation: this position is an activity based work environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never

Sequential repetitive movements in a short amount of time	Occasionally
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<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g., forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never