

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 25 November 2015
Region:	Education Regions	
School:	Schools	

THIS POSITION

Title: **Manager Corporate Services**

Classification: **Level 3**

Position No: **Generic**

Positions under direct responsibility:

Title:	Classification:	Position No:	Number of FTE's Controlled:
School Officers	Various	Various	<i>Varies</i>
Cleaner in Charge	Various	Various	<i>Varies</i>
Gardener/Handyperson	Various	Various	<i>Varies</i>
Other School Support staff	Various	Various	<i>As delegated</i>

REPORTING RELATIONSHIPS

For non-Independent Public Schools

TITLE: Regional Executive Director
LEVEL: REXDR/EXDRED
POSITION NUMBER: Various

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

For Independent Public Schools

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Manager Corporate Services	Level 3	Generic	25 November 2015

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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Manager Corporate Services	Level 3	Generic	25 November 2015

ROLE

The Manager Corporate Services:

- is responsible to the Principal for the day-to-day financial, physical and human resource aspects of the school's business operations and supervises all school support staff
- monitors and reports on the financial integrity of the school's operations, provides operational input to financial planning and budgeting, including the diverse funding entities for which the school is responsible
- provides operational input to the development of the financial aspects of the school business and marketing plans and monitors the school's performance against the plans
- participates in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives
- administers financial, administrative and information systems to ensure compliance with relevant legislation and Departmental policies and guidelines
- undertakes minor research and project work in relation to business trends and issues which may impact the operation of the financial, physical or human resource aspects of the school's operational business
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Effective financial administration of the school's business operations is delivered, including financial processing and reporting to ensure achievement of the school's strategic and corporate financial objectives. Compliance with Departmental and legislative imperatives is assured.
2. Effective human resource management of the school support staff is provided to support achievement of agreed operational outcomes.
3. Effective administrative support and coordination of systems and processes is provided.
4. Effective asset management and maintenance strategies for school facilities, equipment and buildings are implemented and monitored.
5. Operational input is provided to the development of school business and marketing plans.
6. Operational input is provided to school-based and Regional committees and working groups to ensure alignment with the school's financial targets and objectives.
7. Effective working relationships are developed and maintained with internal and external stakeholders.
8. Accrued leave of staff is managed effectively.
9. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated oral, written and interpersonal communication skills, including the application of customer service principles and practices.
2. Demonstrated relevant financial management skills, including input into budget preparation and the ability to apply financial and accounting practices and procedures.
3. Demonstrated human resource management skills, including the ability to develop and/or apply human resource management practices and systems.
4. Demonstrated ability to implement and monitor business and/or marketing plans.
5. Demonstrated conceptual, analytical and problem solving skills.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 25 November 2015
TRIM REF # D15/0539723