

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

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

**THIS POSITION**

**Title:** Manager Corporate Services

**Classification:** Level 4

**Position No:** Generic

**Positions under direct responsibility:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>
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

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Manager Corporate Services	Level 4	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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## **ROLE**

The Manager Corporate Services:

- manages the school's financial, physical and human resources and supervises all school support staff
- administers and reports on the financial integrity of the school's business operations, and provides input into financial planning and budgeting as well as the administration and reporting of the diverse funding entities for which the school is responsible
- in collaboration with the Principal and/or the Executive Management Team, provides operational input to the development of school Business and Marketing Plans and monitors the school's financial performance against the plans
- contributes to the school meeting corporate financial objectives and Regional and Corporate reporting requirements
- participates in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives
- develops and manages financial, administrative and information processes ensuring compliance with relevant legislation and Departmental policies and guidelines
- undertakes research and project work in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations
- 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 management of the school's business operations is delivered, including planning, budgeting and reporting.
2. Compliance with Departmental and legislative requirements is maintained.
3. Sound leadership and human resource management of the school support staff is undertaken.
4. Effective administrative management and coordination of systems and processes is provided.
5. Effective asset management and maintenance strategies for school facilities, equipment and buildings are developed, implemented and monitored.
6. Input is provided into the development of business and marketing plans in collaboration with key stakeholders.
7. Input is provided to school-based and Regional committees and working groups to ensure alignment with the school's business operations.
8. Effective working relationships are developed and maintained with internal and external stakeholders.
9. Accrued leave of staff is managed effectively.
10. 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 well developed oral, written and interpersonal communication skills and the ability to use effective negotiation skills.
2. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated sound human resource management skills, including the ability to develop and/or apply human resource management practices and systems.
4. Demonstrated leadership skills in the delivery of business outcomes and sound customer service principles and practices.
5. Demonstrated ability to provide input into the development, implementation and monitoring of business and marketing plans.
6. Demonstrated sound 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 # D15/0540453**