



Job Description Director Corporate Services Level 8

Position Number:	40000003	FTE:	1.0
Division:	Corporate Services	Agreement	PSGOGA 2014
Branch:	Corporate Services	Award:	GOSAC 1989
Location:	TBD	Allowances:	

Reporting Relationships:

Managing Director Band 4



Other officers reporting to the above office:

Director Training Services L8 (Geraldton)

Director Training Services L8 (Kalgoorlie)

Director Training Services L8 (Northam)

Director Organisational Services L8

This Office

Officers under direct responsibility:

Manager Finance (CFO) L7

Manager Human Resources L7

Manager Information Services (CIO) L6

Campus Manager L6 (Geraldton)

Campus Manager L6 (Kalgoorlie and Northam)

Administrative Assistant L2

Key Role Statement:

Responsible for the effective management, leadership and provision of all corporate service functions including human resources, financial management, physical resources and information and communications technology to support the core business of the College and meet government policy expectations and statutory requirements.

Provides advice to the Managing Director and Governing Council and participates as a member of the College corporate executive in the planning and management of College business activities.

Key Responsibilities:

- As a member of the College Executive, contributes to the planning and achievement of College goals through translating strategy into operational goals and creating a shared sense of purpose.
 - Develops and implements Directorate operational and business plans ensuring the whole of government agenda is met.
 - Develops strategies to improve service delivery of corporate service functions, and to mitigate risk.
 - Works with College Executives to ensure appropriate resources are allocated to functions.
 - Leads and directs the Directorate and ensures compliance with College and public sector values, policies and statutory requirements.
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Selection Criteria:**Essential**

1. Demonstrated experience at a senior management level in strategic planning and corporate governance and leading the provision of services in the area of responsibility.
2. Demonstrated capacity to implement the policy and legislative requirements of a statutory authority in the public sector, particularly in a regional setting.
3. Ability to work in a collegiate manner and demonstrate high level communication and interpersonal skills within the organisation, the community, local industry and other government agencies.
4. High level conceptual and analytical ability including policy development and innovative solutions for the achievement of policy outcomes.
5. Proven ability to manage the human, physical and financial functions of the College including leading the development of organisational budgets.

Other Requirements (eg travel, drivers licence, qualifications)

1. Ability to travel to all campuses of the College, as required.

CERTIFICATION:

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	