



## Associate Manager Corporate Services Bob Hawke College

<b>Position number</b>	00043278
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	School Officer (Level 2) Cleaner in Charge (Level 7) Home Economics Assistant (Level ½)

### Context

Information about Bob Hawke College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### Key responsibilities

#### School and Student Administration

- Coordinate the provision of corporate services and operations aligned with college business targets and objectives and customer service principles and practices.
- Manage and supervise administrative support staff, including scheduling and allocating tasks.
- Provide operational input to the development of the College Business Plan, including the Workforce Plan, and assist with monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and Strategic Plan.
- Work within and across school teams to ensure integrated service delivery.

#### Finance

- Design and implement procedures and processes which ensure financial integrity, recording, compliance and reporting requirements of the college's business operations.
- Provide input into financial planning and budgeting and manage the Chart of Accounts and domestic and international student payment plans.
- Allocate and monitor cost centre income and expenditure and manage the Financial Reporting requirements.
- Research and prepare financial data and reports and make recommendations to the Manager Corporate Services.
- Provide operational input into developing school reports, including the Annual Report by providing accurate and timely data.

- Develop and implement financial, administrative and information processes.

### **Promotions and Public Relations**

- Assist with implementing partnership arrangements and sponsorship agreements.
- Build effective working relationships with internal and external stakeholders to promote the school.
- Promote marketing strategies and techniques that reflect the school's context, plans, structure and culture, and wider social, political and economic environment.

### **Building and Assets**

- Assist in developing, implementing and monitoring of maintenance, improvement and replacement strategies for college facilities, equipment and buildings.
- Coordinate community use of college facilities and manages the Deed of Licence for use of college property, facilities and resources.
- Coordinate the procurement, management and maintenance of college assets.

### **Human Resources**

- Coordinate human resource activities and operations, including payroll, employment contracts, recruitment, induction and leave planning.
- Undertake research in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the college's operations.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Provide training to staff in systems and school practices and procedures as required.
- Manage staff performance for college support staff in accordance with the Public Sector Performance Management Standard and Department policy.

### **Selection criteria**

1. Demonstrated well developed written communication, verbal and interpersonal skills, including the ability to deal and negotiate with a wide range of individuals at all levels.
2. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management and customer service principles and practices.
4. Demonstrated ability to provide input to the development, implementation and monitoring of business and strategic plans.
5. Demonstrated sound conceptual, analytical and problem solving skills with the ability to identify patterns, process improvements, problems and solutions.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 31 January 2023  
Reference D23/0070332