



Associate Manager Corporate Services Baldivis Secondary College

Position number	00044689
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Various corporate services staff

Context

Information about Baldivis Secondary College is available on [Schools Online](#).

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Coordinate the provision of corporate services and operations aligned with college business targets and objectives and customer service principles and practices.
- 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 manages the Financial Reporting via Electronic Data Access (FREDA) process.
- Research and prepare financial data and reports and makes recommendations for the Principal and the Manager Corporate Services.
- Support the Manager of Corporate Services with the implementation of partnership arrangements and sponsorship agreements.
- Provide operational input into the development of college reports including the Annual Report.
- Develop and implement financial, administrative and information processes.
- Coordinate the procurement, management and maintenance of college assets.
- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for college facilities, equipment and buildings.
- Coordinate the community use of college facilities and manage the Deed of Licence for use of college property, facilities and resources.
- Manage and supervise administrative support staff including scheduling and allocating tasks.

- 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.
- Provide operational input to the development of the college Business Plan and marketing plans and assists in monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and including Workforce Plan, and assist in monitoring outcomes against the plan.
- Provide training to staff in systems and college practices and procedures, as required.
- Work within and across college teams to ensure integrated service delivery.
- 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.
- Manage staff performance 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:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 23 April 2024
Reference D24/0291901