



Manager Corporate Services Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 5
Reports to	Principal
Direct reports	Various

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Manage the financial, physical and human resource aspects of the school's operations and administer all school support staff.
- Report, develop and implement human resource and financial management strategies to ensure the integrity of the school's business operations.
- Provide consultancy and advice into financial planning and budgeting, as well as the administration and reporting on the diverse funding entities for which the school is responsible.
- In collaboration with the Principal and/or the Executive, provide operational input to the development of the school's workforce, business and marketing plans and oversee the school's financial performance against the plans.
- Assist the Principal in ensuring that the school meets corporate financial objectives and that Regional and Corporate reporting requirements are met.
- Participate in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives.
- Develop, implement and monitor effective asset management and coordination strategies for school facilities, equipment and buildings.
- Develop and manage financial, human resource and information management processes, ensuring compliance with relevant legislation and Departmental policies and guidelines.

- Undertake 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated high-level human resource management skills, including the ability to develop and/or apply human resource management practices and processes.
2. Demonstrated high-level financial management skills, including budget preparation and the ability to understand and apply financial and accounting practices and procedures.
3. Demonstrated high-level written communication, interpersonal and negotiation skills.
4. Demonstrated experience in the application of high-level customer service principles and practices.
5. Demonstrated experience in effective leadership of a team.
6. Demonstrated ability to provide high-level human resource consultancy and financial advice in the development, implementation and management of business and marketing plans.
7. Demonstrated well developed problem solving and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.

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 three 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 six months of appointment.

Certification

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

ENDORSED

Date 16 February 2021
Reference D21/0063260