



## Business Operations Manager

### School of Swimming and Water Safety

<b>Position number</b>	00048119
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager (Level 8)
<b>Direct reports</b>	Various support staff

#### Context

The Department of Education's Statewide Services division provides the services and support required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery.

The newly established School of Swimming and Water Safety (SSaWS) is one of several specialist schools forming part of the Statewide Services division. The SSaWS is responsible for the delivery of high-quality swimming and water safety education across Western Australia.

Administration for the school is based at the Statewide Services Centre in Padbury. School staff work in collaboration with schools, parents, and the wider community to provide the services and supports required to reinforce water safety skills as key elements of the Western Australian Health and Physical Education Curriculum and ensure vital swimming programs are delivered to 230,000 school students each year.

The SSaWS delivers high-quality swimming and water safety education across Western Australian public schools through two key programs: VacSwim and Interm Swimming. VacSwim is delivered in the October and summer school holidays (December / January) for children from 5 to 17 years of age, and Interm Swimming is a school-based program for children from Pre-primary to Year 7.

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

#### Key responsibilities

As a member of the school's leadership team, the Business Operations Manager is responsible for the delivery of quality business and customer services.

- Manage and coordinate school operations, including accurate and timely information and services, ensuring alignment with school objectives and customer-service principles.

- Provide advice and operational input as a member of the school leadership team into the development of the school's business plans and assist in monitoring the plan.
- Provide advice to the leadership team regarding the impact of Department initiatives, policies and procedures on school operations.
- Manage student information in accordance with the *School Education Act 1999*, other relevant legislation and Department policies.
- Manage the school's risk and business continuity management plans and procedures.
- Manage school records in accordance with relevant record keeping legislation.
- Coordinate administrative systems, procedures and processes.
- Develop and implement procedural statements and guidelines for staff.
- Ensure that school operations are tailored to meet identified needs and implemented in the agreed ways of working.
- Develop and maintain working relationships with internal and external stakeholders.
- Represent the school and participate in relevant committees.
- Provide tactical advice on the management of the school's budget, finances and assets.
- Prepare, monitor and report on the school budget and financial performance against the business plan.
- Oversee the production of monthly reconciliations, financial statements, needs forecasting and cash flow projections.
- Oversee and monitor purchasing and banking activities, salaries and allowances verification, and accounts payable and receivable.
- Ensure financial controls are implemented and manage the financial integrity of the school's business operations.
- Assist the school to meet corporate reporting requirements and complying with relevant legislation and Department policies.
- Administer and report on funding entities for which the school is responsible.
- Develop and implement financial procedural statements and guidelines for staff.
- Contribute to the development and implementation of a workplace plan that incorporates a recruitment strategy, staff induction, leave, succession, performance management and development plans.
- Deliver quality human resource services and support to staff and ensure human resource activities comply with Public Sector Standards in Human Resource Management, Commissioner's Instructions, legislation and Department policy.
- Contribute to a positive organisational culture, aligning to the school's values.
- Contribute to the induction of new instructors.
- Lead, develop and manage business operations support staff, including inducting and training staff, scheduling and allocating tasks and managing workload.
- 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.
- Contribute to the development of maintenance, improvement and replacement strategies for facilities, equipment and buildings and implements and monitor these strategies.
- Consult with stakeholders to identify and prioritise maintenance and capital works programs, including fit outs.
- Assist the leadership team to ensure appropriate occupational safety, health and security measures are in place to create and maintain a safe environment for staff, students and the community and to protect school property.
- Ensure the effective management, custody, control and reporting of assets and resources.
- Negotiate and coordinate accommodation, leasing arrangements and fit outs for school operations, including regional and remote areas.

- Oversee the development, management, implementation and enhancement of ICT systems and networks, ensuring compliance with relevant legislation and Department policies.
- Develop and manage information management processes, ensuring compliance with relevant legislation and Department policies.
- Manage the development of promotions and marketing for the school.
- Develop and maintain systems and processes of collaboration and communication with staff across all school sites.
- Maintain effective interagency partnerships and relationships at local, state and national levels and ensure operational aspects of partnerships are working effectively.
- Identify strategic opportunities to build local and regional networks of people, agencies and businesses that could offer services and/or support to the school.

### Selection criteria

1. Demonstrated well developed skills and experience in managing administration and customer services functions and the ability to contribute to the development, implementation and monitoring of business plans.
2. Demonstrated substantial knowledge and experience in financial management and budget preparation and an understanding of the financial regulatory framework, including the Australian Accounting Standards, the *Financial Management Act*, tax legislatures and other relevant legislation.
3. Demonstrated well developed human resource management skills, including the ability to develop and apply human resource management practices and systems in leading and managing staff across various sites.
4. Demonstrated well developed written, verbal and interpersonal skills and the ability to consult, collaborate, negotiate and communicate effectively and professionally and build effective relationships and networks.
5. Demonstrated well developed organisational, problem solving and risk management skills and the ability to identify trends, issues and problems and generate strategies to address them.

### 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 11 March 2026  
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