

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Country High Schools Hostel Authority Residential College Supervisory Staff Award 2005, Department of Education (Residential College Supervisors) CSA General Agreement 2017; or as replaced	
Group:	Public Schools	Effective Date of Document 13 November 2018
Division:	Executive Director, Public Schools	
Directorate:	Public Schools Planning	
Branch:	Residential Colleges	
School:	Student Residential College	

THIS POSITION		
Title:	College Manager	
Classification:	CHMGRA – CHMGRE	
Position No:	Generic	
Positions under direct responsibility:		
Title:	Classification:	Position No:
Senior Boarding Supervisor	Various	Various
Boarding Supervisor	Various	Various
Administration and Finance Officer	Level 2	Various
Gardener	Level 2	Various
Cleaner	Level 1	Various
Kitchen Hand	Level 1	Various
Laundry Hand	Level 1	Various
Cook	Level 3	Various

REPORTING RELATIONSHIPS		
TITLE:	Director, Public Schools Planning	
LEVEL:	DCO	
POSITION NUMBER:	00027718	
TITLE:	Manager Residential Colleges	
LEVEL:	8	
POSITION NUMBER:	00037813	
This position and the positions of:		
Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
College Manager	CHMGRA - CHMGRE	Generic	13 November 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Further context about the particular Student Residential College in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the college name in the *Find a School* field.

ROLE

The College Manager:

- ensures that college operations meet clients' needs and are consistent with Department policies, procedures and guidelines
- provides accurate, reliable and relevant information, as required by the Department
- provides financial accountability in accordance with Department requirements
- undertakes financial planning, budget preparation and oversees college accounting procedures which includes compliance with student placement and debt collection requirements
- implements the college maintenance program and asset records and maintains college facilities and assets in accordance with Department objectives and clients' needs
- ensures that college human resource management is in accordance with Department and Government requirements and clients' needs, including staff recruitment and selection; performance management; allocation of duties; restructuring; equal employment opportunity; occupational health, safety and welfare; termination; discipline; code of conduct; industrial negotiations; duty of care and conditions of work
- develops and maintains the college marketing plan and ensures that services are attractive to clients and successfully marketed

TITLE College Manager	CLASSIFICATION CHMGRA - CHMGRE	POSITION NO. Generic	EFFECTIVE DATE 13 November 2018
--------------------------	-----------------------------------	-------------------------	------------------------------------

- maintains proper standards at all times in creating, managing, maintaining and retaining records
- manages complaints by parents, staff or students in accordance with Department policy
- upholds the WA Public Sector Code of Ethics and the Department's Code of Conduct
- provides a residential environment that supports academic, social, emotional and physical development of students
- ensures the physical safety and security of students and staff, fulfilling duty of care requirements in line with Department policy
- assists staff to support and reinforce appropriate values and behaviours of students
- approves student management policies, systems and programs developed by Senior Boarding Supervisor/s and Boarding Supervisors
- ensures that students and parents are fully informed about the care and services provided to students, including residential costs and fee collection arrangements
- liaises with principals and develops a positive relationship between the college and school staff to ensure mutual understanding and cooperation
- manages membership for the Local Input Networking and Communications Committee in accordance with legislation, consults with the committee regularly and considers advice provided
- provides appropriate leadership and management of college staff and their performance and undertakes supervisory duties, as required
- regularly convenes staff meetings to review and improve college operations and ensures staff are aware of their responsibilities and fosters teamwork to effectively meet the needs of students, parents and other college staff
- participates in selection of college staff and oversees their training to ensure they have the necessary skills to competently undertake their duties
- participates in group activities held for professional development
- monitors and manages staff leave entitlements to ensure accrued leave is cleared in accordance with relevant awards, agreements and Department policy
- undertakes other duties as directed by Manager Residential Colleges.

OUTCOMES

1. Students receive appropriate supervision, security and pastoral care.
2. Business operations are managed and aligned with strategic objectives and customer service principles and practices.
3. Administrative procedures are effectively developed, implemented and managed.
4. Leadership and management of support staff are undertaken effectively.
5. Effective management of financial resources and operations is delivered, including planning, budgeting and reporting.
6. Current and relevant human resource knowledge and best practice is maintained and applied.

TITLE College Manager	CLASSIFICATION CHMGRA - CHMGRE	POSITION NO. Generic	EFFECTIVE DATE 13 November 2018
--------------------------	-----------------------------------	-------------------------	------------------------------------

7. Compliance with Department reporting, policy and legislative requirements is maintained.
8. Effective working relationships are developed and maintained with internal and external stakeholders.
9. Accrued leave of staff is managed effectively.
10. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated capacity to work effectively with secondary students, promoting health, safety, welfare and appropriate behaviour.
2. Demonstrated effective organisational skills and the capacity to provide leadership.
3. Demonstrated sound written, oral and interpersonal communication skills, and ability to establish and maintain effective working relationships within a team environment.
4. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
5. Demonstrated sound human resource management skills, including staff recruitment and selection and performance management.

ELIGIBILITY

Employees are required:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- within six months of commencement of employment to obtain and maintain a current:
 - First Aid Certificate – Provide CPR (HLTAID001);
 - First Aid Certificate – Provide First Aid (HLTAID003);
 - LR Class Driver’s Licence with F endorsement;
 - Aquatic Rescue for Group III Pool Award*; and
 - Surf Rescue Certificate*.
- within twelve months of commencement of employment obtain a Certificate IV in Community Services – Student Residential Care (CHC42015).

* *Dependent on operational requirements as determined by Manager Residential Colleges.*

TRAINING

Employees will be required to:

- complete the Department’s induction program within three months of commencement of employment;
- complete any training specific to this role required by Departmental policy; and
- complete the Department’s training in Accountable and Ethical Decision Making within six months of commencement of employment.

TITLE College Manager	CLASSIFICATION CHMGRA - CHMGRE	POSITION NO. Generic	EFFECTIVE DATE 13 November 2018
---------------------------------	--	--------------------------------	---

CERTIFICATION

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

ENDORSED

DATE 13 November 2018

TRIM REF # D18/0501288