

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 7 March 2017
Region: North Metropolitan Education Region	
School: Ellenbrook North Secondary School	

THIS POSITION

Title: Manager Corporate Services

Classification: Level 6

Position No: 00037555

Positions under direct responsibility:

Title	Classification	Position No	Number of FTEs Controlled
School Support Staff	Various		

REPORTING RELATIONSHIPS

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00037262

This position and the positions of:

Title:	Classification:	Position No:
Various		

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Manager Corporate Services	Level 6	00037555	7 March 2017

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Ellenbrook North Secondary School is a new school within the fast developing community of Ellenbrook. The school is an Independent Public School. Staff, students and the community are all working towards developing a modern and inclusive school recognising the needs of youth in its community.

The school is one of eight government schools being delivered across growing metropolitan areas in 2017 and 2018 through the new Private Public Partnership project. The project entails a private sector company undertaking the design, build, facilities management and ongoing maintenance of the school over the life of the 25-year contract.

The school is being built in two stages. Specialist facilities in Stage 1 include extensive Information Technology infrastructure, education support facility, large gymnasium, sporting ovals and science, home economics and design and technology facilities. Stage Two includes performing arts, media centre and music facilities.

While the project is a very different way of building schools, there is no difference in the school provides education and support to students.

The school will cater for students with a full spectrum of disabilities from severely intellectually disabled individuals in a specialist building to students with mild disabilities in small classes. Other students with disabilities will be taught within mainstream classrooms. The state-of-the-art buildings provide a vibrant and exciting learning precinct.

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ROLE

As a member of the School's executive, the Manager Corporate Services is responsible for the delivery of quality corporate services.

College and Student Administration

- manages and coordinates administrative operations and front-line services aligned with the school's strategic objectives and customer service principles
- provides operational input into the development and monitoring of the school's plans
- manages student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation and Departmental policies
- contributes to meeting student related corporate reporting requirements that includes student censuses
- manages business insurance plans including Workers Compensation and Riskcover contracts
- manages school records in accordance with relevant record keeping legislation
- develops procedural statements and guidelines for staff for various school operations
- develops and maintains effective working relationships with internal and external stakeholders
- represents the Executive Management Team and participates on school-based committees.

Financial Management

- manages the financial resources including needs forecasting, cash flow projections and investments ensuring procedures and processes comply with legislation, policy and applicable accounting standards
- prepares, monitors and reports on the annual budget and financial performance against the School Business Plan
- assesses cost effectiveness, negotiates and implements contracts for new services
- ensures financial controls are implemented and manages the financial integrity of the school's business operations
- develops a financial recovery plan
- administers and reports on funding entities for which the School is responsible
- develops and implements financial procedural statements and guidelines for staff.

Human Resources Management

- assists the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans
- delivers quality human resource services and support to staff and ensures human resource activities comply with Public Sector Standards in Human Resource Management, Commissioner's Instructions, legislation and Departmental policy
- contributes to a positive organisational culture, aligned to the values of the School
- contributes to the induction of new staff members
- oversees the management of all support staff
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Buildings and Assets Management

- assists the Principal in liaising and negotiating with the PPP contractors on site, facilities and maintenance matters
- assists in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings

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- undertakes a preliminary review of Capital and Minor Works submissions, associated strategic site planning and implements these as required
- assists the Principal to ensure appropriate occupational safety, health and security measures are in place to provide and maintain a safe environment for staff, students and the community and to protect property
- develops and communicates the School Evacuation Plan
- ensures the effective management, custody, control and reporting of assets and resources
- coordinates and promotes the community use of facilities and ensures associated administrative requirements are maintained in accordance with Departmental policy.

Information and Communication Technology (ICT) Management

- oversees the development, management, implementation and enhancement of ICT systems and networks ensuring compliance with relevant legislation and Departmental policies and guidelines
- contributes to the planning and monitoring of ICT requirements for the school
- ensures staff adhere to copyright regulations and Departmental software licences policy.

Promotions and Public Relations

- provides operational input to the development of promotions and marketing plans for the school
- ensures publications and news media communications meet Departmental standards
- establishes and maintains effective relationships with print and electronic news media to promote college initiatives and programs, and staff and student achievements
- establishes and maintains effective relationships and contacts at local, state and national levels identifying new funding opportunities and sponsorships
- manages and coordinates high quality internal and external communications
- provides advice and support to the Principal on communication processes and protocols.

OUTCOMES

1. Business operations are managed and aligned with strategic objectives and customer-service principles and practices.
2. Administrative procedures are effectively developed, implemented and managed.
3. Leadership and management of the school support staff is undertaken.
4. Quality human resource management and consultancy services which contribute to a positive school culture are provided.
5. Effective management of the school's financial resources and operations is delivered, including planning, budgeting and reporting.
6. Effective asset management and maintenance strategies for facilities, equipment, resources and buildings are developed, implemented and monitored.
7. Strategic advice is provided in the development of Business, Strategic, Workforce and Marketing plans.
8. School strategic and operational plans are developed, implemented, monitored and reported.
9. Compliance with Departmental reporting, policy and legislative requirements is maintained.
10. Effective management and coordination of administrative and information management systems and processes is achieved.
11. Productive working relationships are developed and maintained with internal and external stakeholders.

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SELECTION CRITERIA

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

1. Demonstrated highly developed skills and experience in managing corporate services functions in a large and complex organisation.
2. Demonstrated substantial knowledge and experience in financial management and budget preparation and an understanding of the financial regulatory framework, including the Financial Management Act, reporting and governance requirements of government organisations and other relevant legislation.
3. Demonstrated highly developed human resource management skills, including the ability to develop and apply human resource management practices and systems in leading and managing staff.
4. Demonstrated substantial experience in the development, implementation, management and monitoring of strategic business, marketing and operational plans.
5. Demonstrated highly developed written, verbal and interpersonal skills, including the ability to consult, collaborate and negotiate effectively with a wide range of individuals at all levels.
6. Demonstrated research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- 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 appointment.

CERTIFICATION

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

ENDORSED

DATE 7 March 2017

TRIM REF # D17/0098024