

Manager Corporate Services

Byford Secondary College

Position number	00039716
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced
Classification	Level 6
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

Byford Secondary College is an Independent Public School which opened for the commencement of the 2014 school year. Our College is located in Byford, approximately 30 kilometres from the Perth CBD and caters for Year 7 to 12 students.

Our vision is to create a vibrant and successful secondary school in the heart of Byford with a culture of success and providing comprehensive curriculum for its students. We are dedicated to providing our students with an exceptional secondary education, reflecting the aspirations of Byford and the surrounding communities.

Additional information about Byford Secondary College is available on the school's webpage and on Schools Online website.

Byford Secondary College caters for students across the full spectrum of disabilities from severe and profound in specialist facilities, to students with mild disabilities taught within mainstream classrooms.

Whether your child's aspiration beyond secondary school is for further study at university, to achieve a trade qualification, undertake further training or secure employment - Byford Secondary College will help your child achieve their dreams.

Additional information about Byford Secondary College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

College and Student Administration

- manages and coordinates administrative operations and front-line services which align with College strategic objectives and customer service principles
- participates in strategic planning by providing operational input into development, monitoring and decision making pertaining to College 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, including student censuses
- manages business insurance plans including Workers Compensation and Riskcover contracts
- manages College 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 college-based committees.

Finance and Procurement

- manages the College's 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 College plans
- assesses cost effectiveness, negotiates and implements contracts for new and established services
- ensures financial controls are implemented and manages the financial integrity of the College's business operations
- reviews and evaluates school spending patterns to ensure ongoing resource efficiency
- develops a financial recovery plan aligned to the values of the College
- administers and reports on funding entities for which the College is responsible
- develops, implements and maintains financial procedural statements and guidelines for staff so that financial and physical resources are managed in accordance with the College's strategic plan
- leads the development and management of the College's financial policy and plans and ensures financial professional learning is provided school staff.

Human Resources

- provides human resource management counsel to the Principal in order to develop and implement a financially viable and strategically focussed workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans
- leads the development of 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 and workplace culture, aligned to the values of the College
- assists the Principal and other members of the Executive to manage the induction of new staff members and the professional development of all school 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

- assists in development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings
- creates, implements and undertakes a preliminary review of Capital and Minor Works submissions and associated strategic site planning to address identified needs 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 the protection of property
- develops and communicates the College Evacuation Plan
- ensures the effective management, custody, control and reporting of assets and resources
- coordinates and promotes community use of facilities and ensures associated administrative requirements are maintained in accordance with Departmental policy.

Information and Communication Technology (ICT)

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

Promotions and Public Relations

- manages the operational inputs to development of promotions and marketing plans for the College
- 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
- leads strategic marketing and communications strategies and procedures which promote the College, its brand and reputation
- manages and coordinates high quality internal and external communications
- provides advice and support to the Principal on communication processes and protocols.

Selection criteria

1. Demonstrated highly developed skills and experience in managing corporate services functions in a dynamic organisational environment.
2. Demonstrated substantial knowledge and experience in financial processes 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 and conceptual 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 8 July 2019
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