

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
<b>Group:</b>	<b>Schools</b>	<b>Effective Date of Document</b> 28 September 2016
<b>Region:</b>	<b>North Metropolitan Education Region</b>	
<b>School:</b>	<b>Mindarie Senior College</b>	

**THIS POSITION**

**Title:** Manager Corporate Services

**Classification:** Level 6

**Position No:** 00037099

**Positions under direct responsibility:**

<b>Title</b>	<b>Classification</b>	<b>Position No</b>	<b>Number of FTEs Controlled</b>
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:** 00017096

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Various		

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## 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.

Further context about Mindarie Senior College 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.

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## ROLE

As a member of the College'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 strategic objectives and customer service principles of the College
- provides operational input into the development and monitoring of the College'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 census
- 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 College operations
- develops and maintains effective working relationships with internal and external stakeholders
- represents the Executive Management Team and participates on College-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 College Business Plan
- assesses cost effectiveness, negotiates and implements contracts for new services
- ensures financial controls are implemented and the financial integrity of the business operations is managed
- develops a financial recovery plan
- administers and reports on funding entities for which the College 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 College
- 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 in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings
- 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

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- develops and communicates the College Evacuation Plan
- ensures the effective management, custody, control and reporting of assets and resources
- coordinates and promotes the community and non 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 College
- 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 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
- 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 support staff is undertaken.
4. Quality human resource management and consultancy services which contribute to a positive College culture are provided.
5. Effective management of the 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. College 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.
12. Accrued leave of staff is managed effectively.
13. Performance management and development is delivered effectively.

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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 2006*, 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 28/09/2016**

**HPRM REF # D16/0610416**