

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 7 September 2017
<b>Region:</b> Education Regions	
<b>School:</b> Schools	

<b>THIS POSITION</b>			
<b>Title:</b>	Manager Corporate Services		
<b>Classification:</b>	Level 5		
<b>Position No:</b>	Generic		
<b>Positions under direct responsibility:</b>			
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>
Various			

<b>REPORTING RELATIONSHIPS</b>			
<b><u>For non-Independent Public Schools</u></b>			
<b>TITLE:</b>	Regional Executive Director		
<b>LEVEL:</b>	Various		
<b>POSITION NUMBER:</b>	Various		
<b>TITLE:</b>	Principal		
<b>LEVEL:</b>	Various		
<b>POSITION NUMBER:</b>	Various		
<b><u>For Independent Public Schools</u></b>			
<b>TITLE:</b>	Director General		
<b>LEVEL:</b>	Special Division Band 1		
<b>POSITION NUMBER:</b>	00011814		
<b>TITLE:</b>	Principal		
<b>LEVEL:</b>	Various		
<b>POSITION NUMBER:</b>	Various		
<b>This position and the positions of:</b>			
<b>Title</b>	<b>Level</b>	<b>Position Number</b>	
Various			

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Manager Corporate Services	Level 5	Generic	7 September 2017

## 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/web/our-organisation/home>.

Further context about the particular school or 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 school or college name in the *Find a School* field.

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## **ROLE**

The Manager Corporate Services:

- manages the day-to-day financial, physical and human resource aspects of the school's operations and administers all school support staff
- reports, develops and implements human resource and financial management strategies to ensure the integrity of the school's business operations
- provides consultancy and advice into financial planning and budgeting, as well as the administration and reporting on the diverse funding entities for which the school is responsible
- in collaboration with the Principal and/or the Executive, provides operational input to the development of the school's workforce, business and marketing plans and oversees the school's financial performance against the plans
- assists the Principal in ensuring that the school meets corporate financial objectives and that Regional and Corporate reporting requirements are met
- participates in school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives
- develops and manages financial, human resource and information management processes ensuring compliance with relevant legislation and Departmental policies and guidelines
- undertakes research and project work in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations
- 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.

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## OUTCOMES

1. Effective consultancy and advice is provided in the management of the school's business operations, including workforce planning, budgeting and reporting to ensure achievement of the school's strategic corporate financial objectives. Compliance with Departmental and legislative imperatives is assured.
2. High-level management of the school support staff is provided.
3. Effective administrative management and coordination of systems and processes is provided to achieve agreed operational and strategic outcomes.
4. Effective asset management and maintenance strategies for school facilities, equipment and buildings are developed, implemented and monitored.
5. High-level human resource consultancy and financial advice is provided in the development of workforce, business and marketing plans.
6. High-level input is provided to school-based and Regional committees and working groups to ensure alignment with the school's business targets and objectives.
7. Effective working relationships are developed and maintained with internal and external stakeholders.
8. Accrued leave of staff is managed effectively.
9. 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 high-level human resource management skills, including the ability to develop and/or apply human resource management practices and processes.
2. Demonstrated high-level financial management skills, including budget preparation and the ability to understand and apply financial and accounting practices and procedures.
3. Demonstrated high-level written communication, interpersonal and negotiation skills.
4. Demonstrated experience in the application of high-level customer service principles and practices.
5. Demonstrated experience in effective leadership of a team.
6. Demonstrated ability to provide high-level human resource consultancy and financial advice in the development, implementation and management of business and marketing plans.
7. Demonstrated well developed problem solving and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.

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### **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 September 2017**  
**TRIM REF # D17/0379865**