



## Manager Corporate Services Ballajura Community College

<b>Position number</b>	00030416
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 6.
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Various

### Context

Ballajura Community College was established in 1995 to meet the educational needs of students in Years 7 to 12. The College is one of the largest secondary educational institutions in Western Australian and is comprised of two campuses – a middle and senior school.

In 2010, the College gained Independent Public School status. College staff are committed to the principles of lifelong learning, teamwork, the Code of Conduct and to the ethos of Independent Public Schooling. The school's staff work in teams and plan learning programs in a collaborative manner.

The School Board of the College is an incorporated body and is seeking opportunities to generate income and provide support for school operations. Board members play an active role in advocating for the College in the wider community and provide advice for the development of the School Development plan.

The College is a future focussed educational institution committed to providing a flexible, caring and supportive learning environment for staff and students. It focuses on delivering innovative programs and challenging learning opportunities that will provide the means for students to develop as informed and responsible citizens who can take their place in a diverse, multicultural and democratic Australian society. Students will be well equipped to embrace the changing patterns of work.

The College is a complex institution comprising two sites (separated by sports fields) with several offices, two libraries, science laboratories and extensive school grounds. As a Registered Training organisation, the College offers a broad range of certificate courses, particularly through the Trade Training Centre (established 2010).

The College motto “Creating the Future Together” and the school core values for our community are: respect; equity; achievement; care and health.

Further information about Ballajura Community College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### School and Student Administration

- Devises, implements, coordinates and enhances whole-school administrative operations and front-line services that align with School strategic objectives and customer service principles.
- Participates in strategic planning and contributes to decision making related to 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.
- Conducts various student census and contributes to meeting student-related corporate reporting requirements.
- 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.
- Develops and maintains effective working relationships with internal and external stakeholders.
- Represents the Executive Management Team and participates on School-based committees.

### Finance

- Manages the School’s financial resources, including needs forecasting, cash flow projections and School 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 strategic plan.
- Reviews and evaluates school spending patterns to ensure ongoing resource efficiency.
- Assesses cost effectiveness, negotiates and implements contracts for new business.
- Ensures financial controls are implemented and manages the financial integrity of the School’s business operations.
- Develops and monitors financial asset and resources replacement plan.
- Administers and reports on funding entities for which the School is responsible.
- Develops and implements financial procedural statements and guidelines for staff so that financial and physical resources are managed in accordance with the School’s strategic plan.

### Human Resources

- Provides human resource management counsel to 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 that is aligned to the values of the School.

- Assists the Principal 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 for school support staff in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Building and Assets**

- Assists in developing, implementing and monitoring 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.
- Communicates the School Evacuation Plan.
- Ensures effective management, custody, control and reporting of assets and resources
- leads, coordinates and promotes the community use of facilities and ensures associated administrative requirements are maintained in accordance with Departmental policy.

### **Information Communication Technology**

- Ensures compliance with relevant legislation and Departmental policies and guidelines
- contributes to planning and monitoring of ICT requirements for the School.
- Put processes in place to ensure staff adhere to copyright regulations and Departmental software licenses policy.

### **Promotions and Public Relations**

- Manages 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 School 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 that promote the school, its brand and reputation.
- Provides advice and support to the Principal on communication processes and protocols.

### **Selection criteria**

1. Demonstrated highly developed financial management abilities.
2. Demonstrated highly developed knowledge of the Financial Management Act and reporting requirements of Government organisations.
3. Demonstrated highly developed written and oral communication, interpersonal and negotiating skills.
4. Demonstrated proficiency in human resource management.
5. Demonstrated highly developed conceptual, analytical and problem solving skills.
6. Demonstrated substantial experience in the development, implementation and monitoring of business and marketing plans.

### **Eligibility and training requirements**

Employees will be required to:

- possess a tertiary qualification in Commerce, Accounting or Business Management
- 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 November 2019  
Reference    D19/0502221