



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:	Education Business Services	Effective Date of Document 18 October 2017
Division:	Finance and Commercial Services	
Directorate:	Financial Planning and Resourcing	
Branch:	School Funding	

THIS POSITION

Title: Manager, School Funding

Classification: Level 8

Position No: 00038147

Positions under direct responsibility

Title:	Classification:	Position No:	Number of FTE Controlled:
Principal Resourcing and Reporting Officer	TBD	TBC	3
Principal Resourcing Officer	TBD	TBC	2

REPORTING RELATIONSHIPS

TITLE: Executive Director, Finance and Commercial Services
LEVEL: Class 2
POSITION NUMBER: 00036019

TITLE: Director, Financial Planning and Resourcing
LEVEL: 9
POSITION NUMBER: 00038095

This position and the positions of:

Title	Classification	Position Number
Manager, Budget Management and Analysis	Level 8	00038133
Manager, Budget Strategy and Resourcing	Level 8	00038135
Manager, Budget and Resourcing Systems	Level 8	00038132
Administrative Officer	TBD	TBC

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Manager, School Funding	Level 8	00038147	18 October 2017

CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Financial Planning and Resourcing Directorate has responsibility for budget management, the resourcing of schools, cost and demand modelling, management reporting and leading the annual budget process. The Directorate provides advice and support to the Senior Executive on all finance related matters and implements the Government's financial reforms. The Directorate works in unison with other Managers and Directors in the Division to achieve organisational outcomes including developing the internal budget, coordinating the preparation of the Government budget papers as well as providing regular and ad hoc financial analysis.

ROLE

The Manager, School Funding is responsible for the management of the Student Centred Funding Model (SCFM), the transfer of funding to schools, meeting Treasurer's Instructions in the processes adopted and ensuring that allowances provided meet requirements.

Leadership and Management

- develops, implements and monitors the SCFM, including targeted initiatives
- oversees funding transfers to schools
- provides complex high-level advice to senior Departmental officers on systemic reform initiatives, directions and outcomes in relation to needs-based school funding and the effectiveness and efficiency of initiatives and implications on school funding
- influences Finance and Commercial Services' strategic directions and business plans through maintenance of an awareness of best practice, trends and issues concerning the core functions of the Branch
- contributes to the strategic management and leadership of the Directorate
- develops plans and systems to support/enable/monitor achievement of the Directorate's vision and imperatives in alignment with divisional objectives
- deploys Branch resources, including people, financial, physical and information to ensure they are available to address the Directorate's strategic plans, contractual obligations and other organisational priorities
- provides leadership, supervision and performance management of staff and encourages and assists with the development and implementation of strategies to ensure effective, accurate and transparent Branch outcomes
- creates a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Manager, School Funding	Level 8	00038147	18 October 2017

reasonable timeframe and in accordance with relevant awards, agreements and Department policy

- maintains a strong focus on customer service delivery and continuous improvement of services
- leads and oversees change management projects relevant to the Branch.

Client and Stakeholder Management

- supports the Executive Director with the provision of accurate and timely briefings and the preparation of ministerial responses
- provides high-order advice on complex SCFM related matters for informed decision making by the Minister, Director General, Corporate Executive, the Executive Director and senior management
- builds strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities
- consults, collaborates and negotiates with internal and external stakeholders on matters pertaining to programs and strategies
- facilitates staff to achieve and implement the Department's needs-based funding goals
- represents EBS, as required, on Departmental and across Government committees and working parties.

Specialist Services

- facilitates strategic operational plans and the development, maintenance and evaluation of procedures, tools and methodologies
- ensures strategic and operational policies are developed, implemented and evaluated in relation to the resourcing of schools
- undertakes comprehensive research and analysis on a wide range of existing systemic reform initiatives and prepares models, recommendations and reports for presentation to senior management
- ensures compliance with financial policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.

OUTCOMES

The Manager, School Funding will be required to demonstrate achievement in relation to the following outcomes.

1. The resource allocation model is continuously reviewed and process improvements are undertaken to ensure compliance with best practice.
2. Strategic leadership is provided in relation to planning, developing, implementing and managing the coordination and performance of funding programs for schools within Western Australia.
3. Customers and other stakeholders are satisfied with services and support provided by the Branch.
4. A high standard of policy advice in relation to the SCFM is provided to the Minister, Director General and Corporate Executive.
5. Systems, frameworks, strategies, programs and policies are researched and developed in order to ensure funding allocation meet educational and operational objectives.
6. High level negotiations are effectively undertaken with schools, external agencies and associations on the devolution process and collaborative partnerships with maximise positions outcomes.
7. Departmental and EBS change initiatives are supported and promoted and the understanding of these initiatives by staff in the Branch is supported and encouraged.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Manager, School Funding	Level 8	00038147	18 October 2017

8. Communication with staff at all levels across EBS and the Department is effective, clear and concise.
9. Accrued leave of staff is managed effectively.
10. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are to be read in conjunction with the overall context and requirements of this position.

1. Demonstrated high-level knowledge and understanding of contemporary trends in complex resource allocation models.
2. Demonstrated high-level skills and experience to effectively plan, develop, deliver and monitor a complex resource allocation model, including the ability to negotiate the provision and allocation of funding to address operational needs and agreed outcomes.
3. Demonstrated strategic leadership skills and experience in managing human, physical, financial, technological and information resources.
4. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.
5. Demonstrated high-level skills and experience in recognising opportunities to enhance product/service delivery and capitalise on these through effective change strategies.
6. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
7. Demonstrated high-level analytical and conceptual skills to provide innovative solutions to complex problems.
8. Demonstrated high-level knowledge and understanding of national and international trends and issues relating to the core functions of the Branch.

ELIGIBILITY

Employees will be required to:

- hold a tertiary qualification in a relevant discipline; and
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

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.

TITLE Manager, School Funding	CLASSIFICATION Level 8	POSITION NO 00038147	EFFECTIVE DATE 18 October 2017
---	----------------------------------	--------------------------------	--

CERTIFICATION

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

ENDORSED

DATE 18 October 2017
TRIM REF # D17/0443081