

## Manager Corporate Services

Safety Bay Senior High School

<b>Position number</b>	00041039
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Various

### Context

Information about Safety Bay Senior High School is available on [Schools Online](#).

For further information about the Department of Education please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

#### School and Student Administration

- Manage and coordinate administrative operations and front-line services aligned with the School's strategic objectives and customer service principles.
- Provide operational input into the development and monitoring of the school's plans.
- Manage student information and enrolment procedures in accordance with the School Education Act 1999, other relevant legislation and Department policies.
- Contribute to meeting student related corporate reporting requirements that includes student censuses.
- Manage business insurance plans, including Workers Compensation and Riskcover contracts.
- Manage school records in accordance with record keeping legislation.
- Develop procedural statements and guidelines for staff for various school operations.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Represent the Executive Management Team and participates on school-based committees.

#### Financial Management

- Manage the financial resources, including needs forecasting, cash flow projections and investments, ensuring procedures and processes comply with legislation, policy and applicable accounting standards.

- Prepare, monitor and report on the annual budget and financial performance against the School Business Plan.
- Assess cost effectiveness, negotiate and implement contracts for new services.
- Ensure financial controls are implemented and manages the financial integrity of the School's business operations.
- Develop a financial recovery plan.
- Administer and report on funding entities for which the School is responsible.
- Develop and implement financial procedural statements and guidelines for staff.

### **Human Resources Management**

- Assist the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans.
- Deliver 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 Department policy.
- Contribute to a positive organisational culture, aligned to the values of the School.
- Contribute to the induction of new staff members.
- Oversee the management of all support staff.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Buildings and Assets Management**

- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings.
- Undertake a preliminary review of capital and minor works submissions, associated strategic site planning and implements these as required.
- Assist 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.
- Develop and communicate the school evacuation plan.
- Ensures the effective management, custody, control and reporting of assets and resources.
- Coordinate and promote the community and non-community use of facilities and ensures associated administrative requirements are maintained in accordance with department policy.

### **Information and Communication Technology (ICT) Management**

- Oversee the development, management, implementation and enhancement of ICT systems and networks ensuring compliance with legislation and Department policies and guidelines.
- Contribute to the planning and monitoring of ICT requirements for the School.
- Ensure staff adhere to copyright regulations and Department software licences policy.

### **Promotions and Public Relations**

- Provide operational input to the development of promotions and marketing plans for the School.
- Ensure publications and news media communications meet Department standards.
- Establish and maintain effective relationships with print and electronic news media to promote school initiatives and programs, and staff and student achievements.

- Establish and maintain effective relationships and contacts at local, state and national levels identifying new funding opportunities and sponsorships.
- Manage and coordinate high quality internal and external communications.
- Provide 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 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, 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 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            14 December 2020  
Reference    D20/0650761