

Assistant Manager Corporate Services

Shenton College

Position number	00041007
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	School Officer Level 1 School Officer Level 2 Assistant Cleaner in Charge Cleaner Level 1 Gardener / Handyperson Level 1

Context

Shenton College has a tradition of excellence and enjoys a reputation for high academic, sporting and cultural achievements for secondary students in Years 7 to 12. Whilst a large number of our students choose university bound courses, we also provide a range of options for all students with a developed culture that values certificate vocational courses, and extensive learning beyond the classroom. Shenton College celebrates its shared values of care, curiosity and collaboration, and the successful candidate will need to embody these values in the way they assist the Manager Corporate Services and the College community.

The corporate culture at Shenton College is collaborative and dynamic and leads operational enhancement, financial planning, strategic budgeting and ensures our built environment continues to be a well-resourced, well maintained and engaging context for teaching and learning that has impact.

The Assistant Manager Corporate Services assists the Manager Corporate Services with strategic operational input to the development of the College's workforce and business plans and the school's financial performance. Shenton College has over 250 experienced and committed staff dedicated to educating more than 2400 students. The college is endowed with state of the art facilities across an extensive 14 hectare landscaped campus. Further information is available on [Schools Online](#) and the college's website <https://www.shenton.wa.edu.au/>

Key responsibilities

School and Student Administration

- Coordinate the provision of corporate services and daily operations aligned with school business targets and objectives and customer service principles and practices.
- Manage and supervise administrative support staff, including scheduling and allocating tasks.
- Provide operational input to the development of the School Business Plan, including the Workforce plan, and assists in monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and Strategic Plan.

Finance

- Design and implement procedures and processes which ensure financial integrity, recording, compliance and reporting requirements of the school's business operations.
- Provide input into financial planning and budgeting and manage the Chart of Accounts and domestic and international student payment plans.
- Allocate and monitor cost centre income and expenditure and manage the Financial Reporting via Electronic Data Access (FREDA) process.
- Research and prepare financial data and reports and make recommendations for the Principal and the Manager Corporate Services.
- Provide operational input into developing school reports, including the Annual Report.
- Develop and implement financial, administrative and information processes.

Promotions and Public Relations

- Support the Manager of Corporate Services with implementing partnership arrangements and sponsorship agreements.

Building and Assets

- Assist in developing, implementing and monitoring of maintenance, improvement and replacement strategies for school facilities, equipment and buildings.
- Coordinate community use of school facilities and manages the Deed of Licence for use of school property, facilities and resources.
- Coordinate the procurement, management and maintenance of school assets.

Human Resources

- Coordinate human resource activities and operations, including payroll, employment contracts, recruitment, induction and leave planning.
- Undertake research in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance for school support staff in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated well developed written communication, verbal and interpersonal skills, including the ability to deal and negotiate with a wide range of individuals at all levels.
2. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management and customer service principles and practices.
4. Demonstrated ability to provide input to the development, implementation and monitoring of business and strategic plans.
5. Demonstrated sound conceptual, analytical and problem solving skills with the ability to identify patterns, process improvements, problems and solutions.

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 8 December 2020
Reference D20/0631360