

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
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: Schools		Effective Date of Document 25 August 2017
Region: Education Regions		
School: WA College of Agriculture		

THIS POSITION

Title: Residential Hostel Manager

Classification: Level 5

Position No: Generic

Positions under direct responsibility:

Title:	Classification:	Position No:
Residential Supervisor	Level 1	Various
Domestic Staff (as delegated)	Various	Various

REPORTING RELATIONSHIPS

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

This position and the positions of:

Title
Various

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Residential Hostel Manager	Level 5	Generic	25 August 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 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 college name in the *Find a School* field.

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Residential Hostel Manager	Level 5	Generic	25 August 2017

ROLE

The Residential Hostel Manager:

- manages the Residential Hostel
- develops, implements and manages pastoral care programs in accordance with relevant Departmental and college policies
- develops and maintains a positive role model for staff and students
- provides a leadership role and manages human resources, including recruitment, induction and supervision of staff
- consults with the Principal to manage grievances from staff, parents/caregivers and students
- develops and manages financial administrative and information processes
- provides accountability for maintenance programs and assets
- provides representation at special events, orientation, open days, regional field days, agricultural shows and college visits
- provides a safe, caring, active and supportive environment for students
- monitors and manages staff level 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.

OUTCOMES

1. A pastoral care program for students of the Residential Hostel is provided in accordance with Departmental policies and guidelines.
2. Human resources are managed effectively, including recruitment, induction, employee performance, supervision of staff and grievance processes.
3. Financial accountability of the Residential Hostel is managed in accordance with the Financial Management Act 2006 and Treasurer's Instructions, including participating on the finance committee, financial forecasting and planning, budget preparation, monitoring, reporting and asset management.
4. Facilities and resources are effectively managed, including the community use of facilities.
5. Support is provided to the college by attending functions which include orientation, award presentations, open days, regional field days, agricultural shows and school visits.
6. Accrued leave of staff is managed effectively.
7. Performance management and development is delivered effectively.

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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 sound written, oral and interpersonal communication skills, and ability to provide leadership, establish and maintain effective working relationships within a team environment.
2. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated sound human resource management skills, including the ability to develop and apply human resource practices and systems.
4. Demonstrated capacity to work effectively with adolescents, promoting health, safety, welfare and behaviour.
5. Demonstrated effective organisational skills and the capacity to provide leadership.

ELIGIBILITY

Employees will be required to:

- hold current 'C' Class and 'MR' Class (F endorsement) Driver's Licences;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- share an on-call role (50-50) with the College Principal.

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 25 August 2017
TRIM REF # D17/0357678