



## Manager Corporate Services Shenton College

<b>Position number</b>	00030468
<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

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 manage staff and lead 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 Manager Corporate Services provides strategic operational input to the development of the College's workforce and business plans and oversees and reports on the school's financial performance. Shenton College has over 240 experienced and committed staff dedicated to educating more than 2200 students. With a recently occupied Shenton Learning Hub dedicated to the senior schools, and a well-established middle school, the college is endowed with state of the art facilities across an extensive 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

- 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.

### **ICT**

- Ensures compliance with relevant legislation and Departmental policies and guidelines.
- Contributes to planning and monitoring of ICT requirements for the School.
- Ensures 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 high level financial management abilities.
2. Knowledge of the Financial Management Act, reporting and governance requirements of Government organisations.
3. High level written and oral communication, interpersonal and negotiating skills.
4. Demonstrated proficiency in strategic human resource management.
5. Highly developed conceptual, analytical and problem solving skills.
6. Demonstrated experience in the development, implementation and monitoring of business and marketing plans.

## 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 27 August 2019  
Reference D19/0392893