

Manager Corporate Service

Atwell College

Position number	00035381
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced.
Classification	Level 6.
Reports to	Principal (School Administrator Level 6)
Direct reports	Various.

Context

Atwell College is a vibrant learning community where all students are provided with an array of opportunities to develop the skills, values and attitudes they need to embrace the future and thrive.

Atwell College is an Independent Public School enrolling students in Years 7 to 12. The college engages all teachers, administrators, students and families in working together as a learning community that is dedicated to providing excellent pastoral care and supporting active participation and positive expectations for all students.

The VET Program allows students exciting opportunities in vocational education and to explore possible career pathways through Workplace Learning whilst still in Year 11 and 12.

The College campus is contemporary with state-of-the-art buildings and modern facilities. Education Support Programs including the Kim Beazley Learning Building within Atwell College enables the full-spectrum of opportunities for students with disabilities. Across the College, specialist facilities include a new library and resource centre, IT infrastructure, a fully operational theatre and media centre, music training facilities, large gymnasium and sporting ovals and extensive home economics and design and technology capacity.

Further information about Atwell College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

College and Student Administration

- Devises, implements, coordinates and enhances whole-school administrative operations and front-line services aligned with the College's strategic objectives and customer service principles.
- Participates in strategic planning and contributes to decision making related to the development and monitoring of the college's plans.
- Manages student information and enrolment procedures in accordance with the 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 college records in accordance with relevant record keeping legislation.
- Develops procedural statements and guidelines for staff for various school operations.
- Develops and maintains effective working relationships with internal and external stakeholders.
- Represents the Executive Management Team and participates on college-based committees.

Financial Management

- Manages the College's financial resources including needs forecasting, cash flow projections and 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 College Plan.
- Assesses cost effectiveness, negotiates and implements contracts for new services.
- Ensures financial controls are implemented and manages the financial integrity of the College's business operations.
- Develops a financial recovery plan.
- Administers and reports on funding entities for which the College is responsible.
- Develops and implements financial procedural statements and guidelines for staff so that financial and physical resources are managed in accordance with the Colleges strategic plan.

Human Resources Management

- 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, aligned to the values of the College.
- 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 in accordance with the Public Sector Performance Management Standard and Departmental policy.

Buildings and Assets Management

- Assists in the development, implementation and monitoring of 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.
- Develops and communicates the College Evacuation Plan.
- Ensures the effective management, custody, control and reporting of assets and resources.
- Coordinates and promotes the community use of facilities and ensures associated administrative requirements are maintained in accordance with Departmental policy.

Information and Communication Technology (ICT) Management

- Oversees the development, management, implementation and enhancement of ICT systems and networks ensuring compliance with relevant legislation and Departmental policies and guidelines.
- Contributes to the planning and monitoring of ICT requirements for the College.
- Ensures staff adhere to copyright regulations and Departmental software licences 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 college 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 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 19 September 2019
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