



Manager Corporate Services Applecross Senior High School

Position number	00039638
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

Our goal at Applecross SHS is to encourage students to enjoy and value learning and to achieve their potential. We aim to widen students' horizons by presenting a diverse, relevant and contemporary curriculum that will prepare them to live and work in the 21st century. The curriculum reflects our desire for students to become responsible and flexible thinkers who will be well prepared for the challenges ahead. The school offers an innovative curriculum with the provision of a range of study options for senior students including a full tertiary entrance program and a wide variety of vocational courses. The highly respected GATE Visual Arts program has operated within the school for over 50 years and the Specialist Tennis program has a well-established record of success in its 25+ year history.

With a strong vision and ethos focused of creating and maintaining a school culture of "high performance and high care", Applecross SHS actively promotes the core school's values of "Personal Best" and "Mutual Respect".

The school enjoys the support of a talented School Board and effective Parents and Citizens Association. They support the administration, teaching and support staff to deliver first rate educational programs and services. Applecross Senior High Schools appreciates the involvement of parents as valuable partners in their children's learning and we acknowledge the important role they play.

The Manager Corporate Services is an integral part of the school's Executive and Leadership teams and contributes to whole school planning and accountability. As a member of the college's executive, the Manager Corporate Services is responsible for the delivery of quality corporate services to Applecross Senior High School:

Additional information about Applecross Senior High School is available on [Schools Online](#).

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 highly developed skills leading, managing, and facilitating a team to deliver strategic business outcomes using sound customer service principles and practices.
2. Demonstrated substantial knowledge and experience in financial management and budget preparation and an understanding of the financial regulatory framework, including the Australian Accounting Standards, the Financial Management Act, tax legislatures 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.
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 substantial 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 17 June 2019
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