



## Manager Corporate Services (Residential Colleges)

Student Residential College

<b>Position number</b>	Generic
<b>Agreement</b>	Public Sector CSA Agreement 2021 (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	College Manager
<b>Direct reports</b>	Nil

### Context

Information about the particular residential college in which the vacancy is being advertised is available on [Schools Online](#). Please follow the link and enter the college name in the 'Find a School' field.

Visit [education.wa.edu.au](http://education.wa.edu.au) for further information about the Department of Education.

### Key responsibilities

- Support the College Manager in administrative, financial and some human resource aspects of the college business operations as well as assisting in the supervision of Auxiliary Staff.
- Communicate effectively with staff, students and parents whilst assisting with the development and maintenance of networks and relationships with other external stakeholders to promote a positive college image.
- Maintain college databases, information and record systems, including student registration and enrolment, ensuring compliance with relevant legislation and Department policies and guidelines.
- Provide statistical reports and returns to the college, central office, state and commonwealth agencies, as required, and maintain and provide data relating to equal employment opportunity and full-time equivalent (FTE) reporting for central office.
- Maintain and operate the College accounting system, including assets and student accounts, in accordance with Department policy.
- Prepare and process financial transactions, monitor and report on the financial integrity of the College's operations and provide input to financial planning and budgeting.
- Ensure credit card usage is in accordance with Department policy.
- Support the College Manager with student debt recovery action.
- Compile submissions for worker's compensation and monitor progress reports.
- Process travel claims and submit for payment.

- Ensure prompt submission of personnel and payroll information and variations for college staff to personnel and payroll officer for processing.
- Participate and support the College Manager in recruitment processes in accordance with approved procedures and prepares employment contracts in accordance with Department policy and processes.
- Participate and support the College Manager in developing and managing human resources, including induction, supervision and performance management of Auxiliary staff.
- Provide advice to staff about their conditions of employment.
- Undertake secretarial and administrative duties required in the daily operation of the college, including mail and reception.
- Prepare correspondence, reports and other college material for distribution.
- Assist in the organisation of appointments, travel arrangements, staff meetings and functions and takes minutes as required.
- Install or arrange routine software upgrades, as required.
- Undertake recordkeeping in accordance with the Record Keeping Plan.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with the relevant awards, agreements and Department policy.

### **Selection criteria**

1. Demonstrated well developed interpersonal and customer-service skills.
2. Demonstrated financial management knowledge and skills.
3. Demonstrated office management and organisational skills, including knowledge of administrative procedures and record keeping.
4. Demonstrated ability to understand and apply Acts, Awards, Agreements, Standards and policies relating to industrial relations and human resources.
5. Demonstrated effective written and oral communication skills.
6. Demonstrated good word processing skills.

### **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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            2 February 2023  
Reference      D23/0072734