

## Manager Corporate Services

### Canning Vale College

<b>Position number</b>	00035431
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Various

#### Context

Canning Vale College (CVC) is an Independent Public School that commenced in 2004.

At Canning Vale College, our staff are committed to our vision of 'Creating Futures' for every child. This is achieved when each child leaves with the knowledge, skills and values to transition to university, further training or employment. We believe our strong partnership with you, and your child, ensures we achieve this aim.

We are a large, comprehensive and modern secondary school catering for children from Years 7 to 12. Our students benefit from the broad variety of subject choices and resources, including specialist teachers and state of the art facilities offering the best chance of achieving at the highest level.

We consider our students care a team responsibility. Our dedicated Student Engagement and Support team includes a nurse, psychologists, chaplain, youth workers, and external support agencies. Our code of conduct and behaviour management policy supports our commitment to providing a safe and supportive learning environment for all.

Personal pathway planning for each child aligns each child's aspirations with their capability and results. Everyone in Years 7 to 10 study Maths, Science, English, Humanities and Social Sciences, Physical Education, with options to study the Arts, Languages and Technology and Enterprise. Children in Years 11 and 12 have opportunities to choose a pathway focused on their chosen career and benefit from our continued relationships with universities and other higher education facilities.

Children with learning difficulties, disabilities or needing additional support are supported to achieve their very best. We have a new "Department Endorsed Education Support Program" that is supported through an Operational Response allocation in the annual SCFM allocations.

We offer Specialist Programs in Academic Extension, Languages and STEM (Engineering focus) which are selective and highly competitive. Entry is subject to results of an Academic Extension Test that is offered during term 2 of the year prior to commencement at CVC.

Our Approved Specialist Program in Music and our Extension Programs in Visual Arts Extension and Performance Arts are also highly competitive and require an application process.

For more information visit our website at <http://www.cvc.wa.edu.au> or [Schools Online](#).

For information about the Department of Education please visit [education.wa.edu.au](http://education.wa.edu.au).

### **Key responsibilities**

As a member of the college's executive, the Manager Corporate Services is responsible for the delivery of quality corporate services to Canning Vale College.

#### **College and Student Administration**

- Manage and coordinate administrative operations and front-line services aligned with college strategic objectives and customer service principles.
- Provide operational input into the development and monitoring of the college's plans.
- Manage student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation and Department policies.
- Conduct various student census and contribute to meeting student-related corporate reporting requirements.
- Manage business insurance plans, including Workers Compensation and Riskcover contracts.
- Manage college records in accordance with relevant record keeping legislation.
- Develop procedural statements and guidelines for staff.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Represent the Executive Management Team and participate on college-based committees.

#### **Financial Management**

- Manage the college's financial resources, including needs forecasting, cash flow projections and college investments, ensuring procedures and processes comply with legislation, policy and applicable accounting standards.
- Prepare, monitor and report on the annual budget and financial performance against the strategic plan.
- Assess cost effectiveness, negotiate and implement contracts for new business.
- Ensure financial controls are implemented and manage the financial integrity of the college's business operations.
- Develop a financial recovery plan.
- Administer and report on funding entities for which the college is responsible.
- Develop and implement financial procedural statements and guidelines for staff.

#### **Human Resources Management**

- Assist the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans.
- Deliver 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 Department policy.

- Contribute to a positive organisational culture, aligned to the values of the college.
- Contribute to the induction of new staff members.
- Oversee the management of all support staff.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Buildings and Assets Management**

- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings.
- Undertake a preliminary review of Capital and Minor Works submissions, associated strategic site planning and implement these as required.
- Assist 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.
- Develop and communicate the College Evacuation Plan.
- Ensure the effective management, custody, control and reporting of assets and resources.
- Coordinate and promote the community use of facilities, ensuring associated administrative requirements are maintained in accordance with Department policy.

### **Information and Communication Technology (ICT) Management**

- Oversee the development, management, implementation and enhancement of ICT systems and networks, ensuring compliance with relevant legislation and Department policies and guidelines.
- Contribute to the planning and monitoring of ICT requirements for the college.
- Ensure staff adhere to copyright regulations and Department software licences policy.

### **Promotions and Public Relations**

- Manage the development of promotions and marketing plans for the college.
- Ensure publications and news media communications meet Department standards.
- Establish and maintain effective relationships with print and electronic news media to promote college initiatives and programs, and staff and student achievements.
- Establish and maintain effective relationships and contacts at local, state and national levels identifying new funding opportunities and sponsorships.
- Manage and coordinate high quality internal and external communications.
- Provide 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 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            10 March 2023  
Reference    D23/0706855