



Manager School Operations Hedland Senior High School

Position number	00044273
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

Hedland Senior High School is an Independent Public School catering for students from Years 7 to 12. Our school prides itself on the staff's commitment to a system of positive behaviour supports which focus on care, courtesy, respect, and responsibility. These values underpin our philosophy at Hedland Senior High school. All staff strive to maintain a school culture which encourages a high standard of behaviour and performance. We take an approach that is inclusive, explicit and supports all students and staff to achieve success.

The school has worked hard to build a positive reputation for the excellent educational opportunities it offers students, the exceptional support for staff development and professional growth, and for its high standards of achievement. We are an exceptionally well-resourced school with extensive community and industry support.

Located on the Northwest Coast, Port Hedland is the gateway and central hub connecting the Pilbara and the Kimberley. Port Hedland is a thriving centre for the Pilbara area, with a wide range of recreational, social, and sporting activities available for the whole community. The town of Port Hedland has worked hard to ensure there is something for everyone from singles to families – there are first-class sporting facilities, a theatre, art galleries, historical sites and a diverse range of vibrant restaurants, pubs and coffee shops. Port Hedland is also ideally located within reach of some of Western Australia's iconic tourist attractions, including rugged inland ranges and idyllic coasts. The region offers excellent camping facilities, and fishing, crabbing, swimming, and whale watching are just a part of the adventures to be had. Port Hedland is the lifestyle change you've been dreaming of.

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

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

Key responsibilities

As a member of the School's executive, the Manager School Operations leads the planning, development, delivery and evaluation of the school's business operations.

School and Student Administration

- Devise, implement, coordinate and enhance whole-school administrative operations and front-line services that align with the school's strategic objectives and customer service principles and practices.
- Participate in strategic planning and contribute to decision-making related to the development and monitoring of the School's plans.
- Manage student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation, and Departmental policies.
- Develop, implement, and manage procedural statements and guidelines for staff for various college operations.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Represent the Executive Leadership Team and participate on school-based committees.

Financial Management

- Oversee the financial resources including needs forecasting, cash flow projections and investments, ensuring procedures and processes comply with legislation, policy and applicable accounting standards.
- Review and evaluate School spending patterns to ensure ongoing resource efficiency.
- Assess cost effectiveness, negotiate and implement contracts for new services.
- Support the Manager Corporate Services to ensure financial controls are implemented and manage the financial integrity of the School's business operations.
- Source and implement funding opportunities.
- Provide high-level financial counsel to the Manager Corporate Services and Principal.
- Analyse and formulate strategic operational planning proposals and administer and report on funding entities for which the School is responsible.
- Develop and implement financial procedural statements and guidelines for staff so that financial and physical resources are managed in accordance with the School's Business Plan.

Human Resources Management

- Provide human resource 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.
- Deliver quality human resource services and support to staff and ensure human resource activities comply with Public Sector Standards in Human Resource Management, Commissioner's Instructions, legislation and Departmental policy.
- Lead effective change management and develop and implement policies and processes based on school priorities.
- Oversee and support the Manager Corporate Services to lead and manage all support staff.
- Contribute to a positive organisational culture, aligned to the values of the School organisational culture.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

Buildings and Assets Management

- Assist the Principal and Manager Corporate Services in liaising and negotiating with contractors on site, facilities, and maintenance matters.
- Support the Manager Corporate Services 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 implements these as required, specifically with the oversight of the 2023–2024 school priorities.
- Consult with the Principal and liaise with contractors in managing projects and all aspects of facilities including developing and evaluating new work and renovation projects.
- 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.

Information and Communication Technology (ICT) Management

- Oversee the development, management, implementation, and enhancement of ICT systems and networks ensuring compliance with relevant legislation and Departmental policies and guidelines.
- Provide quality advice on the requirements for adequate resourcing for operations, ensuring the allocation is linked with the identified needs of the school.
- Contribute to the planning, implementation, and monitoring of ICT requirements for the school.
- Ensure staff adhere to copyright regulations and Departmental software licences policy.

Promotions and Public Relations

- Lead the implementation of the 2023–2025 Communication and Engagement Strategy.
- Oversee the development of promotions and marketing plans for the School.
- Ensure publications and news media communications meet Departmental standards.
- Establish and maintain effective relationships with print and electronic news media to promote school 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.
- Lead strategic marketing and communications strategies and procedures that promote the school, its brand and reputation.
- Provide advice and support to the Principal on communication processes and protocols.
- Oversee the maintenance of the School's stakeholders database to ensure it is inclusive of all industry experts and community members in the region, ensuring alignment with current trends and practices.

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:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 15 December 2023
Reference D24/0005182