



Manager Corporate Services

School of Alternative Learning Settings

Position number	00041650
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal (School Administrator Level 6)
Direct reports	Support Staff

Context

The School of Alternative Learning Settings (ALS) supports Western Australian (WA) public schools to ensure the best educational outcomes are achieved for students who have been excluded from school, or who are at risk of exclusion, for violent or aggressive behaviour. The school delivers targeted short-term, intensive learning and support programs aimed at building students' social skills and self-regulation abilities in environments designed to effect positive and lasting change in their behaviour.

The ALS forms part of the Statewide Services Division and works in collaboration with all branches across the Division to provide the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most.

The school comprises of sites located across the State's eight education regions, with administration for the school being based at the Statewide Services Centre, Padbury.

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 Corporate Services is responsible for the delivery of quality corporate services.

School and Student Administration

- Manage and coordinate the provision of school and student administrative operations, including accurate and timely information and services, ensuring alignment with school objectives and customer-service principles.
- Provide advice and operational input into the development of the school's plans and assist in monitoring the plans.

- Provide advice to the Principal regarding the impact of Departmental initiatives, policies and procedures on school operations.
- Manage student information and placement procedures in accordance with the School Education Act 1999, other relevant legislation, and Departmental policies.
- Contribute to the school meeting student-related corporate reporting requirements.
- Manage the risk and business continuity management plans and procedures at all ALS sites.
- Manage records in accordance with relevant record keeping legislation.
- Coordinate, implement and monitor administrative systems, procedures, processes and guidelines.
- Develop and maintain working relationships with internal and external stakeholders.
- Represent the Executive Management team and participate in relevant committees.

Financial Management

- Provide tactical advice on the management of the school's budget, finances and assets.
- Prepare, monitor and report on the school's budget and financial performance against the business plan.
- Provide executive and cost centre managers with an operating budget.
- Oversee the production of monthly reconciliations, financial statements, needs forecasting and cash flow projections.
- Oversee and monitor purchasing and banking activities, salaries and allowances verification, and accounts payable and receivable.
- Ensure financial controls are implemented and manage the financial integrity of the school's business operations.
- Assist the Principal in meeting corporate reporting requirements and complying with relevant legislation and Departmental policies.
- Administer and report on funding entities for which the school is responsible.
- Develop and implement financial procedural statements and guidelines for staff.
- Procure and manage contracts, including lease agreements, maintenance works and contracts with other service providers.

Human Resource Management

- Contribute to the development and implementation of a workplace plan that incorporates a recruitment strategy, staff induction, leave, succession, performance management 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.
- Contribute to a positive organisational culture, aligned to the school's values.
- Contribute to the induction for new staff members.
- Lead, develop and manage support staff, including inducting and training staff, scheduling and allocating tasks and managing workload.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Buildings and Assets Management

- Negotiate, manage and review property leases and licenses for ALS sites.
- Negotiate and coordinate office accommodation, maintenance of leased premises, building management and office fit-outs.
- Liaise with legal service providers to develop and formalise agreements, ensuring agreements with legislative requirements are correctly executed and recorded.

- Provide advice and consultancy to senior management on property leases and licenses.
- Contribute to the development of maintenance, improvement and replacement strategies for equipment and implement and monitor these strategies.
- Assist the Principal to ensure appropriate occupational safety, health and security measures are in place to create and maintain a safe environment for staff and to protect school property.
- In collaboration with Executive Management, assist in the development and communication of Evacuation Plans for all ALS sites.
- Ensure the effective management, custody, control and reporting of assets and resources.

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.
- Develop and manage information management processes, ensuring compliance with relevant legislation and Departmental policies.
- Contribute to the planning and monitoring of ICT requirements for the school.
- Communicate copyright regulations and Departmental software licences policy to staff.

Public Relations

- Develop and maintain systems and processes of collaboration and communication with staff across all sites.
- Ensure publications meet Departmental standards.
- Maintain effective interagency partnerships and relationships at local, state and national levels as required and ensure operational aspects of partnerships are working effectively.
- Manage and coordinate internal and external communications.
- Coordinate responses to Ministerial correspondence, parliamentary questions and general enquiries.
- Provide advice and support to the Principal on communication processes and protocols.

Selection criteria

1. Demonstrated well-developed skills and experience in managing corporate services functions and the ability to contribute to the development, implementation and monitoring of business plans.
2. Demonstrated well-developed written, verbal and interpersonal skills and the ability to consult, collaborate, negotiate and communicate effectively and professionally and build effective relationships and networks.
3. 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.
4. Demonstrated well-developed human resource management skills, including the ability to develop and apply human resource management practices and systems in leading and managing staff across various sites.
5. Demonstrated well-developed organisational, problem-solving and risk management skills and the ability to identify trends, issues and problems and generate strategies to address them.

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 3 September 2021
Reference D21/0497758