



Curriculum Operations Manager

School of Isolated and Distance Education

Position number	00043967
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 5
Reports to	Manager Business Operations (Level 6)
Direct reports	Curriculum Support Officer (Level 3) Enrolment and Administration Support Officer (Level 2)

Context

Information about School of Isolated and Distance Education is available on [Schools Online](#). Further information about the Department of Education is available at [education.wa.edu.au](#).

Key responsibilities

The Education Service Manager is responsible for the following:

Planning

- Collaborate with the school executive and heads of learning areas to create and implement the school timetable, including all student, teacher and examination timetables, room allocations, NAPLAN and OLNA testing schedules and supervision rosters.
- Coordinate and manage Parent/teacher interviews across all campus using booking management systems.

Human Resource Management

- Provide consultancy on Human Resource Management procedures and processes for teaching staff including advice on compliance with human resource standards, legislation and policies.
- Coordinate and manage recruitment, selection, induction, leave and exit processes for teaching staff, including advertising, documenting, reporting and appointment of permanent, fixed-term and casual teaching staff.
- Coordinate placement of pre-service teachers.
- Manage Occupational Safety and Health and Workers Compensation matters and return to work programs for teaching 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 Departmental policy.

- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Business Support

- Develop emergency and critical incident management plans consistent with relevant legislation and Departmental policies.
- Develop effective communication methods to ensure school staff are aware of the standard responses to emergencies and critical incidents identified in the school risk management plan.
- Develop and coordinate the school staff health and wellbeing program.

Marketing & Public Relations / Community Partnerships

- Collaborate with the school executive to develop, implement and evaluate a comprehensive marketing and public relations strategy.
- Provide strategic advice with respect to marketing, public relations and community matters.

Selection criteria

1. Demonstrated well developed human resource management skills, knowledge and experience and the ability to provide high-level human resource consultancy relevant to the public sector.
2. Demonstrated highly developed oral and written communication skills, leadership, negotiation and interpersonal skills, and the ability to manage people and work within a team environment.
3. Demonstrated highly developed organisational skills and the ability to create rosters, timetables and schedule resources.
4. Demonstrated well-developed conceptual, analytical and problem solving skills.
5. Demonstrated experience in facilitating the development, implementation and monitoring of business, project, workforce and risk management plans.

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 15 September 2023
Reference D23/1548251