



Manager Corporate Services Hammond Park Secondary School

Position number	00039461
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Principal (School Administrator Level 6)
Direct reports	Various School Support Staff

Context

Opening in 2020, Hammond Park Secondary School (planning name) will accommodate up to 200 Year 7 students in the first year and grow to approximately 1500 students by 2025. The school will seek to open as an Independent Public School and it is one of eight WA Public Private Partnership (PPP) schools. The school is built, financed and maintained by project company EduWest. While the partnership is a very different way of delivering education facilities in the State, the students' education remains the responsibility of the Department of Education, and the Principal, teachers and staff are employed by the Department of Education as they are in all public schools.

Under the PPP project the school will be built with innovative classrooms and specialist facilities opening in Stage One 2020, with further classrooms opening in Stage Two of the build in 2023.

This is an incredible opportunity for a strategic leader with highly developed communication and interpersonal skills to join our executive team in the position of Manager, Corporate Services as a foundation member of the staff.

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.

College and Student Administration

- manages and coordinates administrative operations and front-line services aligned with the school's strategic objectives and customer service principles and practices

- provides operational input into the development and monitoring of the school's plans
- manages student information and enrolment procedures in accordance with the School Education Act 1999, other relevant legislation and Departmental policies
- contributes to meeting student related corporate reporting requirements that includes student censuses
- manages business insurance plans, including Workers Compensation and Riskcover contracts
- manages school records in accordance with relevant record keeping legislation
- develops, implements and manages procedural statements and guidelines for staff for various school operations
- develops and maintains effective working relationships with internal and external stakeholders
- represents the Executive Management Team and participates on school-based committees.

Financial Management

- manages the financial resources including needs forecasting, cash flow projections and investments ensuring procedures and processes comply with legislation, policy and applicable accounting standards
- prepares, monitors and reports on the annual budget and financial performance against the School Business Plan
- assesses cost effectiveness, negotiates and implements contracts for new services
- ensures financial controls are implemented and manages the financial integrity of the school's business operations
- develops a financial recovery plan
- administers and reports on funding entities for which the School is responsible
- develops and implements financial procedural statements and guidelines for staff.

Human Resources Management

- assists the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans
- delivers 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 Departmental policy
- contributes to a positive organisational culture, aligned to the values of the School
- contributes to the induction of new staff members
- oversees the management of all support staff
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Buildings and Assets Management

- assists the Principal in liaising and negotiating with the PPP contractors on site, facilities and maintenance matters
- assists in the development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings
- undertakes a preliminary review of Capital and Minor Works submissions, associated strategic site planning and implements these as required
- assists 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

- develops and communicates the School Evacuation Plan
- ensures the effective management, custody, control and reporting of assets and resources
- coordinates and promotes the community use of facilities and ensures associated administrative requirements are maintained in accordance with Departmental policy.

Information and Communication Technology (ICT) Management

- oversees the development, management, implementation and enhancement of ICT systems and networks ensuring compliance with relevant legislation and Departmental policies and guidelines
- contributes to the planning and monitoring of ICT requirements for the school
- ensures staff adhere to copyright regulations and Departmental software licences policy.

Promotions and Public Relations

- provides operational input to the development of promotions and marketing plans for the school
- ensures publications and news media communications meet Departmental standards
- establishes and maintains effective relationships with print and electronic news media to promote college initiatives and programs, and staff and student achievements
- establishes and maintains effective relationships and contacts at local, state and national levels identifying new funding opportunities and sponsorships
- manages and coordinates high quality internal and external communications
- provides advice and support to the Principal on communication processes and protocols.

Selection criteria

1. Demonstrated highly developed skills and experience in managing corporate services functions in a large and complex organisation.
2. Demonstrated substantial knowledge and experience in financial management and budget preparation and an understanding of the financial regulatory framework, including the Financial Management Act, reporting and governance requirements of government organisations 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 in leading and managing staff.
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 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 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 13 March 2019
Reference D19/0113800