



Manager Corporate Services Byford Secondary College

Position number	00039716
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

Byford Secondary College is a recently established school in Perth's southern suburbs. Located approximately 30 kilometres from the Perth CBD, our college caters for around 1500 students in Year 7s through 12. We offer a unique setting to other metropolitan schools with a blend of urban and semi-rural students which creates a vibrant dynamic and breadth of culture within our college community.

We work together to provide effective learning experiences where we all grow, and students are prepared for a successful life beyond school. Our college's moral purpose underpins everything we do, and as such, our teachers and allied professionals report a high level of engagement and satisfaction in working with us.

Aspire is our selective academic extension program, delivered in partnership with the University of Western Australia it provides students and staff with access to the university's resources and facilities, enhancing the educational experiences we can deliver. This partnership also provides our teaching staff with access to professional learning opportunities and exposure to the latest research in the field of education.

We support young people across the full spectrum of abilities. Students who require low-level support are welcomed into our mainstream setting, and students possessing profound or significant physical and educational needs are educated within our Integrated Facility - a purpose built block including wellbeing, vocational and therapy spaces.

Our college is a contemporary, modern facility offering those who attend the latest in educational design and infrastructure which enhances student learning and wellbeing. We believe that every young person has unique experiences, learning styles and goals. As a result, we provide a broad comprehensive Secondary Education with pathways leading to attainment of a Western Australian Certificate of Education (WACE), the opportunity to achieve an Australian Tertiary Admission Rank (ATAR), and Vocational Education and Training (VET) qualifications for future employment, or study. These programs are delivered

in state-of-the-art purpose built learning areas such as technologies workshops, science laboratories, specialised arts facilities

Additional information about Byford Secondary College is available on [Schools Online](#) or via the school's website: <https://www.byfordsc.wa.edu.au/>.

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

Key responsibilities

College and Student Administration

- Manage and coordinate administrative operations and front-line services which align with College strategic objectives and customer service principles.
- Participate in strategic planning by providing operational input into development, monitoring and decision making pertaining to College plans.
- Manage student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation and Departmental policies.
- contribute to meeting student-related corporate reporting requirements, including student censuses.
- 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 for various school operations.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Represent the Executive Management Team and participates on college-based committees.

Finance and Procurement

- Manage the College's financial resources including needs forecasting, cash flow projections and 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 College plans.
- Assess cost effectiveness, negotiate and implement contracts for new and established services.
- Ensure financial controls are implemented and manage the financial integrity of the College's business operations.
- Review and evaluate school spending patterns to ensure ongoing resource efficiency.
- Develop a financial recovery plan aligned to the values of the College.
- Administer and report on funding entities for which the College is responsible.
- Develop, implement and maintain financial procedural statements and guidelines for staff so that financial and physical resources are managed in accordance with the College's strategic plan.
- Lead the development and management of the College's financial policy and plans and ensure financial professional learning is provided school staff.

Human Resources

- Provide human resource management counsel to the Principal in order to develop and implement a financially viable and strategically focussed workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans.
- Lead the development of 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 and workplace culture, aligned to the values of the College.
- Assist the Principal and other members of the Executive to manage the induction of new staff members and the professional development of all school 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 Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Buildings and Assets

- Assist in development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings.
- Create, implement and undertake a preliminary review of Capital and Minor Works submissions and associated strategic site planning to address identified needs 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 the protection of property.
- Develop and communicate the College Evacuation Plan.
- Ensure the effective management, custody, control and reporting of assets and resources.
- Coordinate and promote community use of facilities and ensure associated administrative requirements are maintained in accordance with Departmental policy.

Information and Communication Technology (ICT)

- Oversee development, management, implementation and enhancement of ICT systems and networks ensuring compliance with relevant legislation and Departmental policies and guidelines.
- Coordinate the creation and implementation of a whole school ICT development plan.
- Contribute to the planning and monitoring of ICT requirements for the College.
- Ensure staff adhere to copyright regulations and Departmental software licences policy.

Promotions and Public Relations

- Manage the operational inputs to development of promotions and marketing plans for the College.
- Ensure publications and news media communications meet Departmental 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.
- Lead strategic marketing and communications strategies and procedures which promote the College, its brand and reputation.
- 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 and experience in managing corporate services functions in a dynamic organisational environment.
2. Demonstrated substantial knowledge and experience in financial processes 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 and conceptual 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 2 May 2024
Reference D24/0305022