



Associate Manager Corporate Services

Willetton Senior High School

Position number	00036055
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Finance Officer (Level 3) School Officer (Level 1) School Officer (Level 2)

Context

Information about Willetton Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au for information about the Department of Education.

Key responsibilities

- Design and implement procedures and processes which ensure financial integrity, compliance, reporting and recording requirements of school business operations.
- Provide input into financial planning and budgeting and manage the Chart of Accounts and student payment plans.
- Allocate and monitor cost centre income and expenditure and manage the Financial Reporting via Electronic Data Access (FREDA) process.
- Research and prepare financial data and reports and make recommendations for the Principal and the Manager Corporate Services.
- Support the Manager Corporate Services with the implementation of partnership arrangements and sponsorship agreements.
- Provide operational input into the development of school reports including the Annual Report.
- Develop and implement financial, administrative and information processes.
- Coordinate the procurement, management and maintenance of school facilities and assets.
- Assist in the development, implementation and monitoring of maintenance, improvement and replacement strategies for school facilities, equipment and buildings.
- Coordinate the community use of school facilities and manage the Deed of Licence for use of school property, facilities and resources.
- Manage and supervise administrative support staff including scheduling and allocating tasks.

- Coordinate the provision of corporate services and school business operations aligned with school business targets and objectives and customer service principles and practices.
- Coordinate human resource activities and operations, including payroll, employment contracts, recruitment, induction and leave planning.
- Undertake research in relation to business trends and issues which may impact on the financial, physical or human resource aspects of the school's operations.
- Provide operational input to the development of the School Business Plan and marketing plans and assist in monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and Strategic Plan.
- 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.

Selection criteria

1. Demonstrated well developed written and verbal communication and interpersonal skills, including the ability to deal and negotiate with a wide range of individuals at all levels.
2. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management and customer service principles and practices.
4. Demonstrated ability to provide input to the development, implementation and monitoring of business and strategic plans.
5. Demonstrated sound conceptual, analytical and problem solving skills with the ability to identify patterns, process improvements, problems and identify solutions.

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 19 January 2024
Reference D24/0037782