

Job Description Form

Associate Manager Corporate Services

Baldivis Secondary College

Position number 00044689

Agreement Public Sector CSA Agreement 2022 or as replaced

Classification Level 4

Reports to Manager Corporate Services (Level 6)

Direct reports Various corporate services staff

Context

Information about Baldivis Secondary College is available on Schools Online.

Visit <u>education.wa.edu.au</u> for more information about the Department of Education.

Key responsibilities

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



- 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 college's operations.
- Provide operational input to the development of the college Business Plan and marketing plans and assists in monitoring outcomes against the plans.
- Develop, implement and review business procedures, policies and practices to support the Business Plan and including Workforce Plan, and assist in monitoring outcomes against the plan.
- Provide training to staff in systems and college practices and procedures, as required.
- Work within and across college teams to ensure integrated service delivery.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

- 1. Demonstrated well developed written communication, verbal 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 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 23 April 2024 Reference D24/0291901

