



## Residential Manager

Western Australian Colleges of Agriculture

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal
<b>Direct reports</b>	Senior Residential Supervisor (Level 3) Residential Supervisor (Level 1) Domestic Staff (as delegated)

### Context

Information about the particular Western Australian College of Agriculture in which the vacancy is being advertised is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for further information about the Department of Education.

### Key responsibilities

- Manage the residential facility.
- Develop, implement and manage pastoral care programs in accordance with relevant Department and college policies.
- Develop and maintain a positive role model for staff and students.
- Provide a leadership role and manage human resources, including recruitment, induction and supervision of staff.
- Consult with the Principal to manage grievances from staff, parents/caregivers and students.
- Participate on the finance committee and assist with financial forecasting and planning, budget preparation, monitoring, reporting and asset management for the residential facility.
- Develop and manage financial, administrative and information processes.
- Provide accountability for maintenance programs and assets.
- Provide representation at special events, orientation, open days, regional field days, agricultural shows and college visits.
- Provide a safe, caring, active and supportive environment for students.
- 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 sound written, oral and interpersonal communication skills, and ability to provide leadership, establish and maintain effective working relationships within a team environment.
2. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated sound human resource management skills, including the ability to develop and apply human resource practices and systems.
4. Demonstrated capacity to work effectively with adolescents, promoting health, safety, welfare and behaviour.
5. Demonstrated effective organisational skills and the capacity to provide leadership.

### 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
- share the on-call role with senior staff for up to 50% of the time within college terms
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by the Department
- 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
- obtain within 3 months of commencement of employment and maintain a current:
  - First Aid Certificate – Provide CPR (HLTAID009); and
  - First Aid Certificate – Provide First Aid (HLTAID011).
- obtain within 6 months of commencement of employment and maintain a current:
  - LR Class Driver's Licence and a Passenger Transport Driver (PTD) authorisation
  - Aquatic Rescue for Group III Pool Award\*
  - Surf Rescue Certificate\*
- obtain a Certificate IV in Community Services – Student Residential Care (CHC42021) within 6 months of commencement of employment.

*\* Dependent on operational requirements as determined by the Principal.*

### Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### ENDORSED

Date            4 September 2024  
Reference    D24/0640926