



Manager Corporate Services

Bob Hawke College

Position number	00039137
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

Information about Bob Hawke College is available on [Schools Online](#).

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

Key responsibilities

College and Student Administration

- Manage and coordinate administrative operations and front-line services aligned with the College's strategic objectives and customer service principles.
- Provide operational input into development and monitoring of the College's plans.
- Manage student information and enrolment procedures in accordance with the *School Education Act 1999*, other relevant legislation and Department 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.

Financial Management

- 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 the College Plan.
- Assess cost effectiveness, negotiate and implement contracts for new services.
- Ensure financial controls are implemented and manages the financial integrity of the College's business operations.
- Develop a financial recovery plan aligned to the values of the College.
- Administer and reports on funding entities for which the College is responsible.
- Develop and implement financial procedural statements and guidelines for staff.

Human Resources Management

- Assist the Principal to develop and implement a workforce plan that incorporates a recruitment and selection strategy, staff induction, leave, succession and development plans.
- Deliver 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 Department policy.
- Contribute to a positive organisational culture, aligned to the values of the College.
- Contribute to induction of new staff members.
- Oversee management of all allied professional 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 Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Buildings and Assets Management

- Assist in development, implementation and monitoring of maintenance, improvement and replacement strategies for facilities, equipment and buildings.
- Undertake a preliminary review of Capital and Minor Works submissions, associated strategic site planning and implement these as required.
- Assist the Principal to ensure appropriate work health and safety and security measures are in place to provide and maintain a safe environment for staff, students and the community and to protect 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 Department policy.

Information and Communication Technology (ICT) Management

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

Promotions and Public Relations

- Provide operational input to development of promotions and marketing plans for the College.
- Ensure publications and news media communications meet Department 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.
- 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 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:

- 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 3 December 2024
Reference D24/0900213