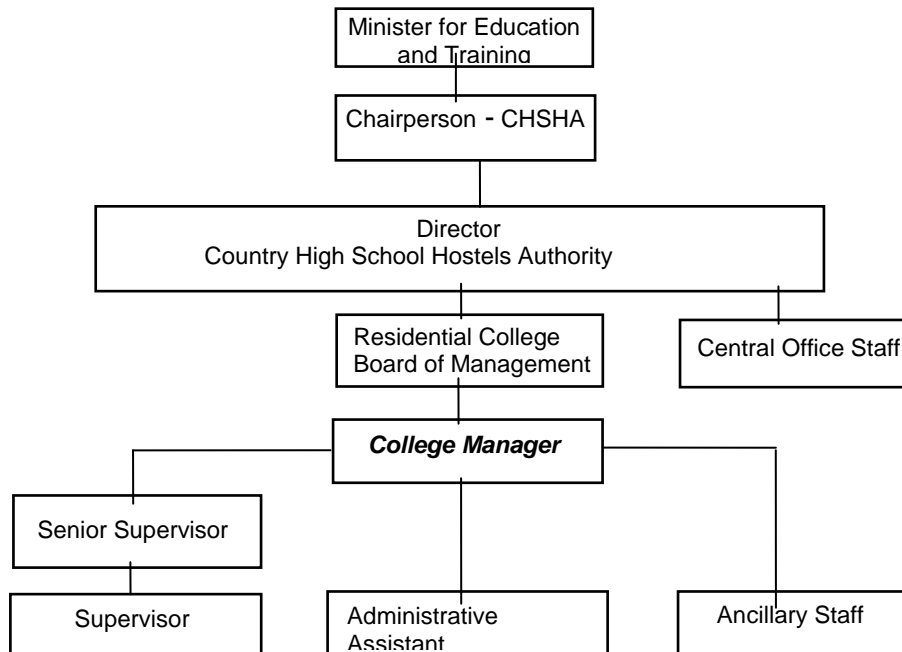




JOB DESCRIPTION FORM

TITLE: COLLEGE MANAGER
RESIDENTIAL COLLEGE: NARROGIN
POSITION NUMBER: NAR/CM/1
COLLEGE GRADE: E
AWARD: CHSHA Residential College Supervisory Staff Award 2005
JDF EFFECTIVE: 1 November 2006
REPORTING RELATIONSHIPS:





SCOPE AND CONTEXT

TITLE:	COLLEGE MANAGER
RESIDENTIAL COLLEGE:	NARROGIN
POSITION NUMBER:	NAR/CM/1

The Country High School Hostels Authority provides boarding facilities in strategic locations for geographically isolated students. There are eight residential colleges in Western Australia, situated next to secondary schools in Albany, Esperance, Geraldton, Katanning, Merredin, Moora, Narrogin and Northam. Approximately 125 employees support the Authority in its operations.

The College Manager and supervisory staff fulfil a nurturing role on behalf of the students' parents, and as such, build and foster positive adult-child relationships to match parents' expectations. Residential college staff need to have the capacity to guide adolescents, as a parent would do, during what is a special time in a student's life. The role of the College Manager is to manage and empower the supervisory staff team to lead students in their activities and to provide opportunities to enrich their personal development. Because of the special nature of the work and the associated "college parent" responsibilities carried out at residential colleges, the College Manager and supervisory staff live-in and are provided with on-site accommodation.

The College Manager and supervisory staff are required to be available at all times that students reside at the college. They may be called upon in times of emergency when unexpected situations occur that affect the wellbeing and care of students. The College Manager and supervisory staff need to be available one week before the commencement of the school year and while students await transport home at the completion of term. As part of students' recreational programs, supervisory staff are regularly rostered to work weekends and public holidays. They will be required to attend weekend camps, sporting events and excursions. All rostered work is shared as equitably as possible and staff are entitled to two full consecutive days off duty per week.

The College Manager and supervisory staff support the college with attendance at college functions (award presentations and special events, orientation and open days) and in the promotion of the college at regional field days and agricultural shows. To ensure that College Managers and supervisory staff maintain a level of knowledge to support them in their role, staff are required to attend a two-day professional development seminar. This is conducted once a year, during a school vacation period.

Country residential colleges offer a unique working environment for staff. To compensate for the circumstances of the work and the flexible working arrangements required, the College Manager and supervisory staff are paid a 25% loading on 46 weeks of the year, have 4 weeks annual leave and are granted a further 6 weeks paid accrued leave to be taken between each school term.

Residential colleges promote a homely atmosphere, provide appropriate pastoral care and linkage to schools, so that students can achieve to their potential and be involved in activities that enrich their personal and social development. The College Manager and supervisory staff play the vital role of creating safe, caring, active and supportive relationships with students.

College Managers are positive role models projecting a good image of themselves to students, staff, the local community and to schools in partnership with residential colleges.



STATEMENT OF DUTIES

TITLE:	COLLEGE MANAGER
RESIDENTIAL COLLEGE:	NARROGIN
POSITION NUMBER:	NAR/CM/1

1.0 ADMINISTRATION

- 1.1 Responsible to the Board of Management, reports regularly, provides advice and consults with the Board as appropriate.
- 1.2 Ensures that college operations are consistent with Government and Authority requirements and guidelines and meet client’s needs.
- 1.3 Provides accurate, reliable, relevant information as required by the Government, its agencies and the Authority.
- 1.4 Provides financial accountability in accordance with Government and Authority requirements and objectives. Undertakes financial planning, budget preparation and oversees college accounting procedures and the payment of wages.
- 1.5 Maintains college facilities and assets in accordance with Authority objectives and client’s needs. Responsible for the college maintenance program and asset records.
- 1.6 Ensures that college human resource management is in accordance with Government requirements and client’s needs including: staff recruitment and selection; performance management; allocation of duties; re-structuring; equal employment opportunity; occupational health, safety and welfare; termination; discipline, code of conduct; industrial negotiations and conditions of work.
- 1.7 Develops and maintains the college marketing plan and ensures that college services are attractive to clients and successfully marketed.
- 1.8 Maintains proper standards at all times in the creation, management, maintenance and retention of records.
- 1.9 Manages grievances by parents, staff or students in accordance with the Authority guidelines and in consultation with the Board of Management.
- 1.10 Undertakes to uphold the W A Public Sector Code of Ethics and the CHSHA Code of Conduct.



2.0 STUDENTS

- 2.1** Responsible for the provision of an environment which supports the academic, social, emotional and physical development of students.
- 2.2** Approves student management policies, systems and programs developed by the senior supervisor(s) and supervisors.
- 2.3** Ensures that students and parents are fully informed about the care and services provided to students, boarding costs and fee collection arrangements.
- 2.4** Liaises with the school principal, developing positive relationships between the college and school staff to ensure mutual understanding and co-operation.
- 2.5** Undertakes such supervisory duties as required.

3.0 STAFF

- 3.1** Provides appropriate leadership and management of college staff.
- 3.2** Ensures that all staff are aware of their responsibilities and how they need to work together to meet the needs of students, parents, other staff and the college.
- 3.3** Regularly convenes meetings of all staff to review and improve college operations.
- 3.4** Oversees the training of college staff to ensure that all staff have skills needed to carry out the work required.
- 3.5** Participates in the selection of college staff.



SELECTION CRITERIA

TITLE:	COLLEGE MANAGER
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POSITION NUMBER:	NAR/CM/1

ESSENTIAL (Ranked in order of importance)

- Level 1**
 - Leadership, initiative and organisational skills.
 - Effective interpersonal and team development skills.
 - Demonstrated accountability and responsibility.
- Level 2**
 - High level oral and written communication skills.
 - Capable of working effectively with adolescents, promoting their health, safety, welfare and managing their behaviour.
- Level 3**
 - Evaluation and planning skills.
 - Effective financial management skills.
 - Effective human resource management skills, including application of Equal Employment principles.

Please note that:

Level 1 refers to criterion of high importance

Level 2 refers to criterion of medium importance

Level 3 refers to criterion of lower importance

DESIRABLE

- Effective facilities and asset management skills.
- Demonstrated ability to work effectively in a student residential setting.
- Possession of or progress towards a post secondary, tertiary or other recognised qualification or equivalent, relevant to the position of College Manager.
- Possession and maintenance of a current Bronze Medallion of the Royal Life Saving Society or Surf Rescue Certificate.



ADDITIONAL CONDITIONS OF EMPLOYMENT

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Listed below are additional conditions of employment which need to be fulfilled should you be selected for this position. However, in some instances a timeframe is permitted to attain these requirements:

- Providing evidence of clearance of police screening. You are required to provide photocopies of “100 point” identification documents and to complete a consent form for the Department of Education to undertake the police screening.
- Completing the CHSHA Declaration of Good Character form.
- Supplying proof of age, in the form of a Birth Certificate, Birth Extract or Passport.
- Possession of a current first aid certificate (including CPR). A successful applicant who does not hold a current first aid certificate will be allowed three months from the date of commencement to meet this requirement.
- Possession of a current LR class driver’s licence with F endorsement. A successful applicant who does not currently hold a LR class driver’s licence with F endorsement will be allowed three months from the date of commencement to meet this requirement.
- Completion and attainment of Certificate in Residential Care. An applicant will be allowed six months from date of commencement to meet this requirement.
- Satisfactory completion of an initial 6 month probationary period.



CERTIFICATION

TITLE:	COLLEGE MANAGER
RESIDENTIAL COLLEGE:	NARROGIN
POSITION NUMBER:	NAR/CM/1

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE