

JOB AND PERSON SPECIFICATION

ROLE TITLE	Manager, Corporate Services		
CLASSIFICATION	ASO8	Position No.	P49937
TEAM	Corporate Services		
TYPE OF APPOINTMENT	Term		

QUALIFICATIONS

- Essential – Tertiary qualification in Business Management, Accounting, Finance, Economics, Commerce or other relevant discipline
- Desirable – Human Resources qualification

OUR VISION

Making a positive difference to the lives of South Australian children and young people by ensuring they have access to high-quality education and early childhood services.

OUR VALUES

The Education Standards Board will uphold public sector values through its decisions, actions and interactions. In addition, we are committed to our values:

- Honesty & integrity: We are consistent and fair in our actions to encourage openness and transparency
- Professionalism: We have a culture that strives for excellence and aims to improve productivity
- Sustainability: We respond to change and proactively improve
- Collaboration & engagement: We collaborate in our work practices
- Accountability: We make decisions that comply with legislation, are ethical and are consistent with approved policy and procedure.

CONTEXT

The *Education and Early Childhood Services (Registration and Standards) Act, 2011 (Act)* established our Statutory Authority called the Education Standards Board. The Act and associated legislation shape South Australia's approach to the registration and regulation of education and care services from early childhood to senior schooling.

ROLE PURPOSE

The Manager, Corporate Services is accountable to the Chief Executive for the leadership of a customer-centric team and management of a range of corporate support functions that support regulatory outcomes and contribute to the achievement of organisational objectives.

The Manager, Corporate Services uses their strong working relationships with the senior management team and across government to ensure the success of corporate initiatives and their alignment with current government policy.

REPORTING / WORKING RELATIONSHIPS

- Reports to: Chief Executive
- Direct Reports: Business Systems Lead and Senior Finance Officer
- Liaises with, and provides advice and information to, a range of internal and external stakeholders including ESB staff and other government agencies

- Liaises with Department for Education and Department of Treasury and Finance

SECTION A:

RESULTS TO BE ACHIEVED

- Leadership and overall management of the Corporate Services team through:
 - o fostering a positive team culture and environment
 - o setting and monitoring performance against agreed outcomes through supervision, guidance and support
 - o working with other senior managers to deliver against shared goals
 - o oversight of the achievement of key performance indicators and targets within legislative and organisational timeframes; and
 - o ensuring staff are empowered to contribute to the effective and efficient operation of the organisation with a customer-centric focus.
- Manage, organise and optimise the Corporate Services function through continual improvement of processes and systems to ensure consistency and quality in line with best practice in government.
- Develop, implement and maintain strategic and operational frameworks, plans, programs of work, and procedures that deliver corporate activities across the organisation.
- Develop, implement, maintain and provide leadership of a performance management framework for the organisation.
- Manage and organise resources within the Corporate Services team to meet corporate service standards.
- Lead, oversee and provide expert advice to support a comprehensive financial management function, including budget preparation and monitoring, provision of financial statements and reporting, managing procurement activities in line with government procurement governance policy, reviewing and maintaining financial authorisations and other delegations; and internal and external audit processes.
- Lead, manage and provide strategic advice to support the human resources function for the organisation to ensure all related activities are delivered in a best practice manner.
- Lead, oversee and provide strategic advice to support the information technology function to ensure effective systems are in place for business continuity and to leverage technology to improve operational outcomes.
- Negotiate and manage the organisation's service level agreements and contracts and monitors delivery against agreed deliverables.
- Support risk related activities and functions of the agency in line with the Risk Management Framework.
- Provide high quality, accurate and timely advice and recommendations, both written and verbal including briefings and reports to the Chief Executive and/or the Board.
- Establish and maintain effective working relationships with internal and external stakeholders to achieve desired objectives and outcomes, and to ensure all responsibilities are undertaken effectively.

SPECIFIC REQUIREMENTS

- The successful applicant will be required to obtain a satisfactory Working With Children Check prior to being employed and regularly as required in accordance with section 28(1a) of the *Education and Early Childhood Services (Registration and Standards) Act 2011*.
- Some out-of-hours work may be required.
- Flexible working arrangements are available for this position.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, *State Records Act 1997*, ESB policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity /diversity strategies of the public sector.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

SECTION B:	SELECTION CRITERIA	
TECHNICAL EXPERTISE		
<ul style="list-style-type: none"> • Detailed knowledge of, and extensive experience in the application of strategic financial frameworks, including the preparation of financial statements and audit requirements. • Thorough knowledge and application of human resources policies and procedures. • Thorough knowledge and application of information technology policies and procedures. • Working knowledge of and experience in developing and monitoring business continuity plans. 		
PERSONAL ABILITIES		
<ul style="list-style-type: none"> • Proven ability to provide effective leadership with direct reports, peers and stakeholders by building and sustaining positive relationships, confidence and trust. • Demonstrated high-level communication skills, both verbal and written, with a proven ability to liaise, consult and negotiate with all key stakeholders, and make decisions under broad direction only in order to achieve organisational outcomes. • Demonstrated original thinking, creativity and experience in developing and implementing strategic projects. • Proven ability to deliver high quality corporate services in different environments, including in government. • Embodies the public sector values and supports and adheres to the Code of Ethics for the SA Public Sector. 		
EXPERIENCE		
<ul style="list-style-type: none"> • Extensive experience in delivering high quality corporate services through the effective analysis and understanding of organisational needs and exercising significant levels of independent judgement in identifying, and resolving complex issues, and advising on effective and efficient strategies and processes. • Extensive experience in planning and developing programs of work, determining goals and priorities and manage performance against agreed outcomes to achieve corporate objectives and meet deadlines, including dealing with competing demands and managing multiple priorities and tasks. • Proven successful experience in leading change initiatives. • Extensive experience in leading and managing teams and building capacity to continually improve outcomes. 		
SECTION C:	DESIRABLE SELECTION CRITERIA	
<ul style="list-style-type: none"> • Working knowledge of State Records requirements and best practice. • Working knowledge of ISO 31000 Risk Management and a proven ability to identify, analyse and treat risks. • Working knowledge of Information Technology Infrastructure Library. 		
SECTION D:	DELEGATE APPROVAL	
APPROVED BY: Kerry Leaver, Chief Executive	DATE: 24/6/2024	SIGNATURE: 