

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	Assistant Early Childhood Educator - Yuendumu
<b>Reporting To</b>	Early Childhood Coordinator - Yuendumu
<b>Classification</b>	Full Time Fixed Term
<b>Level</b>	Level 3
<b>Location</b>	Yuendumu

### OBJECTIVES OF THE POSITION:

Operating under the direction of the Children's Services Coordinator and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for coordinating and implementation of the day to day activities and operations of the Childcare Program.

The purpose of this position is to build capacity of individuals to take on a role in running the Child Care/Crèche services

### DUTIES AND RESPONSIBILITIES:

- Assist the Coordinator in the delivery of the Child Care Service within the community.
- Oversee the delivery of the Service when the Coordinator is away from work
- Lead the team in implementing appropriate cultural practices that may enhance the service provided to children from the community.
- Develop positive working relationships with staff, families and stakeholders.
- Effectively contribute as a member of a team in the management of the Service and promote a harmonious work environment.
- Work closely with the Coordinator to supervise, train and develop Early Childhood Educators in providing a quality service.
- Ensure CDRC Food Safety plan is implemented and adhered to.
- Ensure the most economic use of consumables and ensure timely stock ordering with the Coordinator.
- Assist the Coordinator in maintaining all appropriate reporting requirements.
- Assist the Coordinator to maintain and submit Early Childhood reports, employee timesheets to the Council office on a fortnightly basis.
- Liaise with other operational elements of the Community to ensure the delivery of services is in the most cost effective and culturally appropriate manner.
- Maintain proper food safety procedures are followed by the staff
- Assume responsibility for the care and maintenance of Community owned equipment.

- Present toolbox talks and assume the responsibility for Workplace Health and Safety of the service
- Organise and assist bush trips, Community Services events (on the odd occasion during the weekend) in conjunction with other community services teams.
- Be willing to undertake training and mentoring opportunities with the view of one day moving up to a coordinator level.
- Carry out any other duties as directed.

## SELECTION CRITERIA

### Essential:

- A willingness to work towards taking on leaderships roles within Children Services.
- Experience in the delivery of Children's Services.
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with stakeholders involved with Child Care.
- Possession of a Working with Children Card and a current police check.
- Ensure Work Health and Safety Regulations are adhered to.
- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Willingness to work in remote communities.
- Hold a Certificate 3 in Children Services and a willingness to study Diploma in Children Services with support from the Coordinator.

### Desirable:

- Tertiary qualifications and/or experience in Child Care Services or similar is highly desirable.
- Previous work within remote communities and a proven ability to create positive working relationships within a cross cultural environment.

## POSITION ATTRIBUTES:

### Level 3

Level 3 covers operational employees undertaking duties and responsibilities in excess of Level 2 and entry level administrative employees.

**Authority and accountability:** Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.

**Judgment and problem solving:** Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

**Specialist knowledge and skills:** Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas.

**Management skills:** Not required at this level.

**Interpersonal skills:** Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Early Childhood Coordinator - Yuendumu

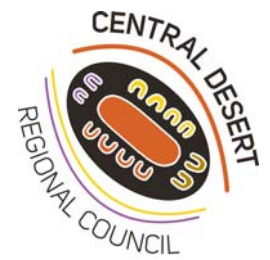
Supervises: Early Childhood Educator - Yuendumu

Internal Liaisons: Workers

External Liaisons: Relevant stakeholders when authorised

**NOTE TO CANDIDATES**

The position will be expected to:



two ways :: one outcome

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

People of Aboriginal or Torres Strait Islander decent are strongly encouraged to apply.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.



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**VISION – TWO WAYS, ONE OUTCOME**

***(Indigenous and non-indigenous people working together  
for the best outcomes)***

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
ASSISTANT EARLY CHILDHOOD COORDINATOR.**

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Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**CONTRACT**

The successful applicant will be employed under a full time fixed term employment contract.

**SALARY**

The salary is Level 3, \$55,350 - \$59,571 per annum. Salary step increases within the salary level will be subject to good performance.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

## **SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council cannot legally offer such benefits.

## **ANNUAL LEAVE**

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

## **LONG SERVICE LEAVE**

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.



The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008* (NT), an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

### **PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.

- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

### **STUDY LEAVE**

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.



The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

### **PUBLIC HOLIDAYS**

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

### **PROBATION**

The employee's employment will be subject to an initial probationary period of six months.