



## ***POSITION DESCRIPTION AND SELECTION CRITERIA***

**POSITION TITLE:** Early Childhood Coordinator

**COMMUNITY:** Nyirripi

**REPORTING TO:** Operations Coordinator Children's Services

**LEVEL:** 5

### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the Operations Coordinator Children's Services and in accordance with Council's corporate plans and policies and relevant legislation, this position is responsible for implementing the daily operations of the Child Care.

### **DUTIES AND RESPONSIBILITIES:**

- Create, document and implement the delivery of a quality Early Childhood educational program following all reporting, licensing and legislative requirements
- Work with the staff to prepare and provide daily meals for children following all reporting, licensing and legislative requirements
- Mentor, support, motivate and develop Indigenous staff on-the-ground within the community. E.g. staff understanding of roles and responsibilities, training, HR, etc.
- Liaise with other operational elements of the Community to ensure the delivery of services in the most cost effective and culturally appropriate manner.
- Proactively promote and encourage community engagement with the program
- Develop positive working relationships with internal and external stakeholders.
- Ensure the most economic use of consumables and ensure timely stock ordering and assume responsibility for the care and maintenance of Council owned equipment.
- Ensure Workplace, Health and Safety and Food Safety regulations are adhered to and appropriate documentation is submitted in a timely manner
- Carry out other duties as directed by the Children's Services Operations Coordinator or Manager

### **SELECTION CRITERIA**

#### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Qualifications and experience in coordinating the delivery of Children Services ensuring high quality care

- Experience in mentoring, supporting and motivating staff members or in a related field, working with multicultural or Indigenous environments
- Experience in building strong, supportive relationships with internal and external stakeholders
- Sound decision making skills including an analytical approach to problem solving
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with stakeholders involved with Children's services.
- Previous experience in budget management reporting, establishing and maintaining successful relationships with grant agencies.
- Demonstrated understanding of current Early Childhood legislation and regulations
- Demonstrated understanding of Work, Health and Safety Regulations and food safety requirements
- Current Manual Driver's Licence and willingness to work in remote communities.
- Possession of a Working with Children Card.
- **Have a Diploma of Children's Services or higher.**

***Desirable:***

- Tertiary qualifications and/or experience in Children Services or similar is highly desirable.
- Experience in working in a remote Indigenous community or town is highly preferable
- Certificate IV in Training and Assessment or the ability to attain this certificate to support staff training

**Position Attributes**

**Authority and accountability:** The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

**Judgment and problem solving:** Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.

**Specialist knowledge and skills:** Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

**Management skills:** May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.

**Interpersonal skills:** Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

**Qualifications and experience:** Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:

- a. post-trade certificate and/or other post-secondary qualification below diploma or degree; or
- b. extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

### **Note to Candidates**

The Early Childhood Coordinator will be expected to:

- Be contacted out of ordinary office hours in case of emergency.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle/ and bus.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council's Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

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 Regional Council as a potential employer.

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

Applications marked 'Confidential' should be forwarded to:

Email: [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)

## **VISION – TWO WAYS, ONE OUTCOME**

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

### **INFORMATION FOR APPLICANTS FOR THE POSITION OF EARLY CHILDHOOD COORDINATOR - NYIRRIPI**

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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 part time fixed term employment contract.

#### **SALARY**

The salary is Level 5, \$66,413-\$69,226 per annum (pro rata).

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. Annual leave for a part time employee is accrued on pro rata basis.

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 full time 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.

### **RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply.