

# Position Description

<b>POSITION TITLE</b>	Child Care Centre Manager, Children's Services
<b>POSITION NUMBER</b>	104306
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	Level 9
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Community Services / Children's Services and Libraries
<b>LOCATION/S</b>	Lajamanu/Yuendumu/Anmatjere
<b>SUPERVISOR</b>	Regional Manager, Children's Services and Libraries
<b>POSITIONS SUPERVISED</b>	This position has 6 direct reports plus casuals as required

## PRIMARY OBJECTIVE

The Child Care Centre Manager, Children's Services is responsible for supporting and leading early childhood learning and development within the Child Care centre in accordance with the National Quality Framework and Standards, and Council's strategic and regional plans, policies, procedures, relevant legislation and funding requirements.

## KEY DUTIES AND RESPONSIBILITIES

1. Lead the development, delivery, quality assurance and evaluation of culturally responsive early childhood educational programs and practices that are aligned to the Early Years Learning Framework and in accordance with the National Quality Standards for Children's Services.
2. Supervise, coach and mentor the team and drive team practices to deliver quality services.
3. Ensure compliance with Work Health and Safety (WHS) policies and procedures, including incident responses, in the delivery of all aspects of the service.
4. Ensure compliance with all reporting requirements including statutory requirements, financial, human resource, funding, and contract management.
5. Manage the implementation, maintenance and evaluation of a professional development strategy for the centre's team of Early Childhood Educators and Support Officers.
6. Manage the recruitment, induction and training of all centre employees. .
7. Foster strong, culturally responsive and sustainable local Aboriginal community partnerships and collaborations.
8. Provide regular and clear outcome based progress reporting to the Regional Manager, Children's Services and Libraries.
9. Lead an effective and proactive health, safety and wellbeing culture.
10. Any other reasonable duties within level delegated by the Regional Manager, Children's Services and Libraries.

## SELECTION CRITERIA

### Essential

1. Diploma in Early Childhood Education and Care, or higher.
2. Demonstrated experience in developing, planning, implementing and evaluating educational programs and practices aligned to the Early Years Learning Framework and in accordance with the National Quality Standards for Children's Services.
3. Demonstrated experience in supervising, coaching and mentoring, including ensuring the professional development of others.
4. Demonstrated interpersonal, communication and engagement skills with Aboriginal people, or in other cross cultural settings, including the ability to develop community partnerships and collaborations.
5. Demonstrated experience in ensuring compliance with WHS policies and procedures.
6. Demonstrated experience in ensuring team compliance with statutory requirements.
7. Experience in financial, human resource and contract management including the ability provide outcome based progress reports.
8. Demonstrated experience in conflict resolution and in leading and motivating team members.
9. Current Class C Licence.
10. Acceptable Police Check.
11. Ochre Card.

### Desirable

1. Awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.