

Position Description

POSITION TITLE	Regional Manager, Children's Services and Libraries
POSITION NUMBER	104840
AWARD	Local Government Industry Award
CLASSIFICATION	Level 10 (+ Additional Provisions)
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Children's Services and Libraries
LOCATION/S	Alice Springs
SUPERVISOR	Director, Community Services
POSITIONS SUPERVISED	This position has five direct reports plus casuals as required

PRIMARY OBJECTIVE

The Regional Manager, Children's Services and Libraries is responsible for coordinating and supporting the sustainable delivery of Child Care Services and Libraries to communities in the Central Desert Regional Council area in accordance with Council's strategic and regional plans, policies, procedures, relevant legislation and funding requirements.

KEY DUTIES AND RESPONSIBILITIES

1. Strategically manage the development, implementation and continuous improvement of Child Care and Library Services to foster early learning, literacy, information sharing and digital inclusion, ensuring compliance with Work Health and Safety (WHS) policies and procedures.
2. Manage the Child Care and Libraries Programs including financial, human resource, funding and contract management.
3. Oversee the development, maintenance and evaluation of a professional development strategy for a diverse range of Program team members. Supervise, coach and mentor the team and drive team practices to deliver quality services.
4. Ensure compliance with all reporting requirements, funding terms and conditions and statutory requirements of the service provision.
5. Foster strong and sustainable community partnerships and build capacity through a whole of government approach to Child Care and Libraries across the Region.
6. Manage the recruitment, induction and training of all Child Care and Library employees across Council.
7. Establish and administer the effective collection of information on community needs, current level of satisfaction and industry best practice levels in relation to Child Care and Library facilities, programs and services.
8. Monitor the Child Care and Library Program operations, identifying and resolving issues in a prompt and effective manner and evaluating and revising service delivery based on assessed performance.
9. Assist in the development of a regional strategic and operational plan which sets targets and includes work plans for Child Care and Library Services and develop appropriate reporting tools.
10. Provide regular and clear progress reporting to the Director that is outcome based.
11. Be engaged in an effective and proactive health, safety and wellbeing culture.
12. Any other reasonable duties delegated by the Director which are within level.

SELECTION CRITERIA

Essential

1. Degree in related discipline or equivalent experience directly related to the position.
2. Demonstrated minimum 3 years' experience in managing the delivery of Child Care or Education based programs.
3. Experience in financial, human resource and contract management including the ability to prepare, monitor and manage a significant Program budget and produce complex reports.
4. Demonstrated strong financial management ability, with experience in application, reporting and acquitting funding body requirements.
5. Experience in using computer-based Financial Management Systems and Client Information Management Systems.
6. High level analytical, interpersonal and written communication skills including the ability to effectively liaise, consult and negotiate with a diverse range of stakeholders and make sound decisions using an analytical approach to problem solving.
7. Demonstrated leadership qualities including an ability to manage, motivate and train a large team with diverse backgrounds, experiences and qualifications.
8. Knowledge of WHS principles and the ability to promote them in the workplace.
9. Awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
10. Current Class C Licence and willingness to travel to and stay overnight in remote communities as required.
11. Acceptable Police Check.
12. Ochre Card.