

Position Description

POSITION TITLE	Senior Coordinator, Children's Services and Libraries
POSITION NUMBER	104315
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Children's Services
LOCATION/S	Alice Springs
SUPERVISOR	Regional Manager, Children's Services and Libraries
POSITIONS SUPERVISED	This position has between 2 and 3 direct reports plus casuals as required.

PRIMARY OBJECTIVE

The Senior Coordinator, Children's Services and Libraries is responsible for providing professional administrative services for Children's Services and Libraries in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation and National Quality Framework and Standards.

KEY DUTIES AND RESPONSIBILITIES

1. Contribute to the strategic and sustainable development of Children's Services and Libraries within the Central Desert Regional Council and supervise, oversee and administer program services for Children's Services and Libraries
2. Create strong working relationships with Children's Services and Libraries employees to support them in undertaking their duties and responsibilities effectively and nurturing an environment in which initiative is encouraged and practiced.
3. Provide specialised administrative services specific to Children's Services and Libraries, ensuring high level customer service is provided to all clients.
4. Develop local conflict management processes, build community capacity to respond and support employees and clients through stressful and dynamic situations.
5. Provide quality service delivery, ensuring services are delivered as per agreed standards and KPIs.
6. Provide quality, program specific technical advice and service, resolving problems in provision of complex program services.
7. Ensure that Children's Services and Libraries programs are delivered in compliance with the National Quality Framework and other relevant policies and legislation.
8. Supervise, coach and mentor the team and drive team practices to deliver quality services ensuring consistent program delivery across the organisation.
9. Provide frequent, comprehensive verbal and written reports relating to Children's Services and Libraries compliance requirements.
10. Plan and coordinate materials, resources and activities, ensuring procurement guidelines are met.
11. Provide coverage for the Coordinator, Children's Services and Libraries as required.
12. Oversees, coordinates, and/or performs complex integrated activities of a specialised library service or area; plans, organises, and implements the provision of services.
13. Monitors and oversees daily operations of Children's Services and Libraries.
14. Be engaged in an effective and proactive health, safety and wellbeing culture.
15. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma or Advanced Diploma (or current enrolment) in related discipline and/or substantial relevant experience.
2. Sound knowledge of the National Quality Framework and Standards.
3. Demonstrated experience in assessing compliance of childcare services.
4. Demonstrated ability to plan program activities including accurately allocating time, budget and resources.
5. Demonstrated ability to work within legislative frameworks.
6. Demonstrated ability to provide accurate and timely reports on services and activities.
7. Ability to supervise, coach and develop employees from a range of cultural backgrounds.
8. Sound knowledge of Work Health and Safety requirements, specifically as they relate to a childcare service.
9. First Aid Certification or willingness to complete upon commencement.
10. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
11. Current Class C Licence.
12. Acceptable Police Check.
13. Ochre Card.

Approved:

Leslie Manda, Chief Executive Officer