



Moyne Shire Council

Team Leader Education & Care (Centre Based)



Team Leader Education & Care (Centre Based)

Thank you for your interest in applying for the Permanent Full Time position of Team Leader Education & Care (Centre Based) with the Moyne Shire Council.

This Information Pack has been created to give you the information you need about this position and the application process, including:

- [The Application Process](#)
- [The Selection Process](#)
- [About Moyne Shire Council](#)
- [Employment Details](#)
- [Relevant Physical Requirements](#)
- [Position Description](#)
- [Key Selection Criteria](#)

For general details of the Council, please refer to the following web site:

www.moyne.vic.gov.au

Please be advised the preferred applicant for this will be required to undergo a pre-employment medical and police check prior to any offers of employment being made. All associated costs will be covered by Council.

All applicants must hold a current 'Employee' level Working with Children Check, or be willing to obtain a check at their own expense.

For further information about the position or duties involved, please contact Menasik Dewanyang, Early Learning & Development Coordinator on (03) 5558 7807 or via email on menasik.dewanyang@moyne.vic.gov.au

Please note that applications for this role close at **10am Monday 4 March 2024**. Applications received after this time will not be considered for this role.

We look forward to receiving your application.

People and Culture Coordinator
Moyne Shire Council

THE APPLICATION PROCESS

Moyne Shire Council is proud to be an Equal Opportunity Employer. Our recruitment processes are conducted in a fair and equitable manner to ensure that all decisions are merit-based and comply with equal opportunity and workplace-related legislation.

We aim to ensure all recruitment processes result in the best people joining the Moyne Shire team, so that we continue to deliver high quality services to our communities.

PREPARING YOUR APPLICATION

Your application is your introduction to those who will form the selection panel, and the information you provide will be the basis on which the panel will assess your suitability for the position.

To ensure the panel can accurately assess your suitability when shortlisting applicants, it is important to include the following:

1. Cover Letter

Cover letters are a great way to introduce yourself and show how you will be a good fit for both the advertised position and for Moyne Shire. You can do this by keeping your letter relevant to the position and focus on the requirements for the role.

2. Current Resume

A current resume detailing your employment history, educational history and qualifications, skills and experience must be provided. Please ensure your resume includes your up-to-date contact details, including a telephone number, so you may be contacted if required.

3. Statement Addressing the Key Selection Criteria

The Key Selection Criteria for each position details the knowledge, skills, experience and qualities that have been deemed essential for applicants to possess to be successful in the position. All applications received are assessed against the Key Selection Criteria when shortlisting is conducted, so it is essential you address the criteria in your application.

4. Current Referees

The names, position titles and contact telephone numbers of at least three professional (work-related) referees must be provided. These should include a direct supervisor and/or a current employer.

The Council is pleased to accept all applications for positions and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading. *Please staple together all information; do not enclose your application in a folder.*

SUBMITTING YOUR APPLICATION

All applications are treated with the strictest confidentiality and are to be addressed as follows:

Confidential
People & Culture Coordinator
Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284

Alternatively, applications may be submitted online at: www.moyne.vic.gov.au/careers

Applications for positions must be received by the nominated closing time. Applications received after this time **will not be considered**.

All applicants will be contacted by the People & Culture Unit to confirm receipt of their application. This notification will be via email, or via post when no email address is received for the applicant. **If you do not receive confirmation that your application has been received**, please check your “Junk” email folder prior to contacting Council.

THE SELECTION PROCESS

Moyne has a robust selection process to ensure all decision are based on merit, and are not influenced by personal bias or conflicts of interest.

SHORTLISTING AND NOTIFICATIONS

All applications will be shortlisted by a selection panel of no less than two individuals once applications close. Candidates are assessed against the Key Selection Criteria for the position and against the other applications received. Considerations include the applicant's fit with our culture, the team, and the duties to be performed.

Although timeframes may vary, shortlisting is usually completed within two-weeks of the closing date. You will either receive a phone call inviting you to an interview for the position, or written notification that you have been unsuccessful within four-weeks of the closing date.

INTERVIEWS

All shortlisted applicants will receive a phone call to be offered an interview and will receive written confirmation of the interview time, date and location once agreed.

Where practical, all interviews will be conducted face-to-face with a selection panel of three individuals. Candidates will be asked a selection of pre-determined interview questions and may also be required to complete a practical test, element or presentation relating to the position or the Key Selection Criteria for the role.

Applicants selected for interview who have any special requirements or require assistance for the interview process are asked to inform the People & Culture Unit to ensure necessary arrangements are in place.

PRE-EMPLOYMENT CHECKS

Following interviews being conducted, the panel will decide upon a recommended applicant who will be invited to undertake all relevant pre-employment checks for this position.

The checks required will vary dependent on the role to be offered, but may include:

- At least two reference checks;
- A Police check;
- A pre-employment medical;
- Confirmation the employee holds all relevant qualifications and licences for the position including:
 - Drivers Licence
 - Formal qualification/s
 - 'Employee' level Working with Children Check or VIT registration
 - First Aid and CPR certificate
 - Plant tickets

All documentation needed to complete the required checks will be forwarded to the employee for completion once they have been determined to be the preferred applicant and is to be returned to jobs@moyne.vic.gov.au

OFFER OF EMPLOYMENT

An offer of employment will be formally made once a preferred applicant has returned and satisfactorily passed all required pre-employment checks.

Once verbally accepted, a formal letter of offer pack comprising the letter of offer, position description and relevant HR forms (contact details, tax file number, etc.) will be forwarded to the applicant via email.

All interviewed applicants unsuccessful in obtaining the position will be notified of the outcome of the position via phone call at this stage.

CHILD SAFE STATEMENT

Moyne Shire is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests.

We have a commitment to the cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability. We aim to create enriching experiences for young learners and want children to feel safe, happy and empowered.

ABOUT US

From the rolling green pastures that support the dairy industry to the stunning coastline beaten by waves for thousands of years, Moyne Shire is a diverse and exciting region.

Located at the western end of Victoria's Great Ocean Road, Moyne Shire Council spans over 5,500sqkm and is currently home to over 16,000 residents. The Shire encompasses a number of beautiful and historic townships and villages, including Koroit, Mortlake, Port Fairy, Peterborough, Killarney, Yambuk, Hawkesdale and Macarthur.



Moyne Shire Council is a major employer within the region with more than 300 people employed in a range of areas including road works, elderly home care, community development, tourism and events, customer service, planning, finance, and children's services.

Moyne Shire offers a range of exciting career and development opportunities coupled with a great work environment. With a number of flexible working conditions and attractive remuneration options on offer Moyne Shire is not only a great place to live, it is a great place to work!

OUR VISION

The people of Moyne embrace the region's extraordinary cultural and ecological country. Our fertile volcanic plains and pristine coast are the pride of Victoria's southwest. From coast to country, our connected and vibrant communities are active stewards, working meaningfully toward the protection and advancement of environment, history, social and economic vitality of present and future generation.

OUR PURPOSE

To work responsibly with the community to provide opportunities, respond to issues, look after assets, encourage investment and empower communities to help themselves.

OUR VALUES

- Collaborate
- Responsive
- Accountable
- Inclusive
- Customer Focused

OUR BENEFITS

We here at Moyne Shire Council value our employees, and are committed to supporting and rewarding our staff by offering an array of benefits and programs including:

• Flexible working arrangements	• Ongoing professional development opportunities	• Generous paid Parental Leave entitlements
• Paid Family Care Leave in addition to carers leave	• Ability to purchase additional leave	• Access to the Moyne Shire Employee Apple Store and corporate rates
• Required uniform items and PPE supplied	• Paid leave for blood donations and performing community services	• Confidential Employee Assistance Program
• Study support by way of leave and tuition contributions	• Access to the Local Government Employees Health Plan	• Relocation assistance to Moyne Shire and Warrnambool City areas
• Health and Wellbeing Program	• Social calendar	• Contributions towards voluntary uniform purchases

EMPLOYMENT DETAILS
Team Leader Education & Care (Centre Based)

STATUS:	Permanent Full Time
LOCATION:	Primarily based in Port Fairy As part of the role you will also travel to work from other services under your supervision throughout the shire during work hours.
AWARD:	Victoria Local Authorities Award 2001 and the Moyne Shire Enterprise Agreement
CLASSIFICATION:	Band 6
SALARY:	\$86,486 - \$93,844 per annum
PAYMENT DETAILS:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
SUPERANNUATION:	Council will make contributions in accordance with legislative requirements to the applicant's chosen compliant superannuation fund. If a fund is not nominated council will contact the ATO on your behalf to provide a fund that has previously been used.
HOURS:	Normal hours are 8:15am to 5:00pm each day, with a 45 minute unpaid break. Due to the nature of the work it is essential that applicants are flexible in being able to work when required.
ANNUAL LEAVE:	4 weeks annual leave per annum
SICK LEAVE:	12 days sick leave per annum
RDO:	The Team Leader Education & Care (Centre Based) will be entitled to one rostered day off per month.
PROFESSIONAL DEVELOPMENT:	The Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities including hosting in-house training sessions, entitlements to attend external training courses and conferences, and contributions of money and leave to support employees undertaking study in a field relevant to their position.
PROBATIONARY PERIOD:	This position is subject to an initial 6-month probationary period.
PHYSICAL REQUIREMENTS:	Relevant physical requirements as outlined.
WWCC:	It is a condition of employment that staff members must maintain a current Working with Children Check at "Employee" level (valid for 5

years). It is the responsibility of potential staff members to cover all costs associated with the Working with Children Check.

PHYSICAL REQUIREMENTS Team Leader Education & Care (Centre Based)
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Physical Requirements - Standing

Average

Physical Requirements - Sitting
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Average

Physical Requirements - Bending
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Average

Physical Requirements - Twisting

Average

Physical Requirements - Walking
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Average

Physical Requirements - Driving
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Average

Physical Requirements - Reaching

Average

Physical Requirements - Heavy Lifting (>15kg)

Nil

POSITION DESCRIPTION Team Leader Education & Care (Centre Based)

POSITION: Team Leader Education and Care (Centre Based)

NAME: Vacant

TENURE: Full-Time

DIRECTORATE: Assets & Community

UNIT: Early Years

AWARD: Victorian Local Authorities Award 2001 and Moyne Shire Enterprise Agreement

CLASSIFICATION: Band 6

DATE APPROVED: May 2023

APPROVED BY: Chief Executive Officer

1. POSITION OBJECTIVE

This position will be pivotal in the coordination and delivery of the early years programs across the municipality including the effective management of service provision delivered at nominated Centre Based Education and Care Services throughout the Shire by;

- ☐ Ensuring effective provision of high-quality programs which reflect the Early Years Learning and Development Framework/Victorian Early Years Learning and Development Framework, National Regulations and National Quality Standards.
- ☐ Working co-operatively with staff, families, and internal/external stakeholders to provide safe, caring and stimulating learning environments for children attending the services.
- ☐ Undertake shared Nominated Supervisor responsibilities for each nominated service.

2. KEY POSITION RESPONSIBILITIES AND DUTIES

- ☐ Facilitate the implementation of the care and education programs within each center, ensuring high quality and innovative service delivery models.
- ☐ Play a lead role in the day-to-day operations of the services by developing and maintaining strong working relationships with staff, clients, and the broader community.

- Provide excellence in the delivery of cost effective and quality services with a strong emphasis on customer service.
- Be flexible and responsive to the needs of children, their families and the community to ensure that all services delivered are customer focused.
- Ensure compliance with all relevant legislations, acts, frameworks and standards; ensuring policies and procedures are updated as required.
- Actively liaise with relevant working parties and participate in local and regional networks (as required)
- Assist in streamlining and strengthening processes to reduce administrative workload burden for Teachers and Educators.
- Liaise closely with the Coordinator Early Learning and Development on issues, initiatives and trends that may impact on Early Years Services and inform, promote and support initiatives that ensure services in Moyne Shire are maintained at a high standard and meet community need.
- Ensure all service monitoring, reporting and regulatory requirements are met. This includes service budgets, business and service plans; in consultation with the Coordinator Early Learning and Development.
- Provide leadership and management, ensuring effective development of staff capabilities and the provision of quality conversations and feedback. Contribute to the development of an environment which encourages innovation and flexibility and promotes continuous improvement.
- Manage time and set priorities to achieve teamwork objectives and outcomes in line with organisational goals and objectives.
- Recruit, support and provide on-going training for staff and volunteers
- Contribute to service development & improvement:
 - work collaboratively and constructively with council and the early childhood sector for the purpose of service development and improvements;
 - consider policy changes and strategic plans directly impacting on delivery of services;
 - review administrative systems or current skills, taking steps to improve their effectiveness;
 - contribute to a positive risk management culture by complying with council's risk management policy, assisting with implementation of relevant risk management strategies, reporting risk management concerns and making suggestions for improvement to council.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

3. ORGANISATIONAL RELATIONSHIPS

Reports to: Education and Care Coordinator

Supervises: Nominated Early Childhood Educators and Teachers

Internal Liaisons: All Council staff as required
Contractors
Students/Volunteers

External Liaisons: Families
 Children
 Children's Services agencies
 Regulatory and funding bodies relevant to early childhood services

4. **ORGANISATIONAL RESPONSIBILITIES**

Responsibility	Demonstrated By
a) Customer Service	<ul style="list-style-type: none"> • Ensure the unit achieves excellence in service delivery and that Council's public image and reputation as a service provider is maintained in the highest integrity. • Provide timely and efficient customer service to external and internal customers, including facilitating open communication with customers, treating customers fairly and equally, and exercising courtesy, consideration and sensitivity at all times. • Provide a responsive service that meets the needs of our customers and promotes positive outcomes.
b) Leadership	<ul style="list-style-type: none"> • Provide clear leadership, direction and support to staff members, ensuring they have a clear understanding of their roles and responsibilities. • Review the performance and position descriptions of subordinate employees on an annual basis. • Ensure compliance with Council policies, procedures and guidelines as they relate to the operation and activities of the unit, and take fair and timely action in instances of unsatisfactory performance or conduct. • Promote the empowerment of staff and encourage a culture of respect, learning, development, and transparency.
c) Work Environment	<ul style="list-style-type: none"> • Occupational Health and Safety <ul style="list-style-type: none"> – Ensure adherence to OHS policies, procedures and the OHS Act. – Visibly show commitment to OHS through participation in discussions, workplace inspections and hazard inspections. – Review investigation of incidents and respond where required. – Consult with employee OHS representatives. – Improve OHS through the supervision of employees and contractors.

	<ul style="list-style-type: none"> - Accept personal responsibility for sound risk management practices. - Facilitate an early return to work for an injured employee <ul style="list-style-type: none"> ● Records Management <ul style="list-style-type: none"> - Ensure all business related incoming and outgoing correspondence, including email, is registered electronically into EDRMS. - Ensure all incoming hard copy business related mail is forwarded to the Records Unit for scanning and registration. ● Asset Management <ul style="list-style-type: none"> - Be aware of and apply the principles of Asset Management. - Have an understanding of how the tasks within this PD can improve Council's long-term asset management. - Be proactive in reporting Asset Management issues or circumstances that will assist the organisation ● Multi-Skilling <ul style="list-style-type: none"> - Adhere to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill. ● Emergency Response <ul style="list-style-type: none"> - Supporting Council's response in time of Emergencies, including contributing to Council's relief and recovery efforts as required.
d) Diversity	<ul style="list-style-type: none"> ● Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation. ● Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity.
e) Continuous Improvement	<ul style="list-style-type: none"> ● Continually monitor and review practices to identify opportunities to improve: <ul style="list-style-type: none"> - Efficiency, effectiveness and elimination of waste, - Quality of service provision, - The customer focus of the organisation, - The competitiveness of the organisation,

	<ul style="list-style-type: none"> – The job satisfaction and career opportunities for employees, – The involvement of employees in the decision making processes of the organisation
f) Child Safety	<ul style="list-style-type: none"> • Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour • Promote the safety, welfare and wellbeing of children • Report all disclosed, observed or suspected instances of child abuse and/or neglect.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act is set by Council policies, objectives, budgets and corporate objectives, including National legislation and standards
- Work consistently to strengthen and initiate improvements to the quality of programs and integrated service provision
- Issues involving changes to policies, procedures or financial arrangements are to be referred to the Manager Community Services in the first instance and then be referred by the Manager to the Director
- Make recommendations for purchase of equipment and goods relevant to the services, in keeping with the budget
- Monitor council's maintenance of the building, playgrounds and equipment
- Participate in an annual appraisal with management, in accord with council processes, developing a personal development plan linked with this appraisal.

6. JUDGMENT AND DECISION MAKING

- Manage staff to ensure effective day to day operations of the services
- Ensure the provision of care and education meets all legal, statutory, regulatory and other requirements and criteria in accordance with best practice principles
- Guidance and advice is usually available from the Coordinator or other nominated officer
- Ability to solve problems, using some creativity, originality, own skills and experience to new situations, and using developed policies, procedures and guidelines
- Ability to provide specialised advice to clients, families and others, in accordance with set procedures, within specific guidelines and legislation.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of Children's Services legislation, standards, guidelines and service delivery needs
- Demonstrated ability and experience in office administration procedures and coordination
- Demonstrated proficiency in computer skills with experience in email, word processing, spreadsheet and relevant data base software
- Ability to use and interpret statistical and financial reports

- Ability to manage staff and contribute to the development of staff, manage change and be innovative in implementing solutions.

8. MANAGEMENT SKILLS

- Demonstrated ability to effectively plan, organise and manage own time to achieve targets within set deadlines, using self-motivation and resourcefulness
- An understanding of personnel practices including Equal Employment Opportunity and Occupational Health and Safety requirements relevant to the position.
- Financial management skills and the ability to develop, manage and affectively monitor budgets
- Ability to be self-motivating, resourceful, manage change and be innovative.
- Creativity and problem solving skills, including conflict resolution and negotiation skills
- Ability to work without direct supervision

9. INTERPERSONAL SKILLS

- Ability to liaise with a range of internal stakeholders to achieve the objectives of the Community and Corporate Services directorate
- Encourage a culture of continuous improvement with a view to the development of innovative, responsive and flexible programs
- Ability to listen effectively and respond in a non-judgmental manner
- Ability to deal discreetly and tactfully with confidential and sensitive matters
- Ability to work harmoniously within a team environment and promote a team approach

10. QUALIFICATIONS AND EXPERIENCE

- Several years' experience working in the early childhood sector, with formal academic qualifications of Diploma of Early Childhood Education and Care or other qualifications as approved by ACECQA
- Sound knowledge and experience in the implementation of the Victorian Early Years Development Framework, Early Years Framework and the National Quality Standards
- Experience in Local Government would be advantageous
- Satisfactory Police Check and valid Working with Children's Check or VIT is essential
- A current driver's License is essential.

KEY SELECTION CRITERIA
Team Leader Education & Care (Centre Based)

The following Key Selection Criteria will be used as a tool to assist in the selection of the most suitable applicant. The criteria are not listed in any order of importance and the list is not exhaustive.

Qualifications	Essential – Formal academic qualifications of Diploma of Early Childhood Education and Care or other qualifications as approved by ACECQA.
Experience	Essential <ul style="list-style-type: none"> • Several years' experience working in the early childhood sector. • Current Driver's Licence • Employee Working with Childrens Check or Victorian Teaching Registration Desirable <ul style="list-style-type: none"> • Local Government Experience
KSC 1	Sound knowledge and experience in the implementation of the Victorian Early Years Development Framework, Early Years Framework and the National Quality Standards
KSC 2	Demonstrated ability to effectively plan, organise and manage own time to achieve targets within set deadlines, using self-motivation and resourcefulness.
KSC 3	Demonstrated ability and experience in office administration procedures and coordination.

Applications that fail to address the above Key Selection Criteria in full will not be considered for this position.

ADDRESSING KEY SELECTION CRITERIA

Each criterion must be addressed and it is essential the information you provide is clear, concise, and most importantly relevant.

It is up to you to demonstrate you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.



Port Fairy Office
Princes Street, Port Fairy

Mortlake Office
1 Jamieson Avenue, Mortlake

Phone: **1300 656 564**
Email: **moyne@moyne.vic.gov.au**

  **[@moyneshirecouncil](https://www.instagram.com/moyneshirecouncil)**

www.moyne.vic.gov.au