

POSITION SUMMARY

CHILD CARE COORDINATOR (048)

Directorate	Cultural & Community Services
Section	Children's Services
Classification	Band 3, Level 2, Grade 7
Position Status	Full Time
Commencing Salary Range	\$1,339.47 to \$1,407.28
Reports to	Children's Services Team Leader
Direct Reports	Nil
Work Location	Scallywags Child Care Centre

Position Purpose

- To provide innovative leadership in the management of a high quality education and care service.
- Manage and lead a team in the provision of education and care in accordance with adopted standards, regulations, policies and procedures.
- Build a team environment that values effective communication and relationship building.
- Deliver a high quality play-based approach to learning that is responsive to practices and encourages children to be the best that they can.
- Enhance community connections and promote Council's Children section in the wider community.

Key Responsibilities

- To manage the day to day running of Council's long day care centre to ensure compliance with policy, procedures and legislation.
- Understanding of and experience in the delivery of a high quality child care centre.
- Deliver service provisions that meet the requirements of the National Quality Standards (NQF).
- Ability to supervise and motivate a large team of staff.
- Experience in managing a service budget and implementing strategies to ensure optimum performance of the service.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Degree or Diploma in Early Childhood in the Early Childhood field.
- Experience in a similar role (minimum 3 years in an Education and Care setting is desirable).
- A solid understanding of relevant trends and legislation in the education and care sector.
- Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff.
- Understand operational and administrative requirements of an Education and Care service.
- High level of communication skills both verbal and written including the capacity to interact with all levels of staff and the general public.
- Excellent organisational and planning skills, capacity to work to deadlines and set priorities.
- Current approved First Aid, Emergency Asthma Management and Anaphylaxis Management training.
- Current C Class Drivers Licence.
- Current approved Child Protection Training (CHCPRT001).
- Must be able to satisfy the criteria for appointment as person in day-to-day charge of the service.
- Able to comply with the requirements of the Child Protection (Working with Children) Regulation 2013 through the provision of a Working with Children Check clearance.

Desirable

- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving.
- Demonstrate commitment to the development of a culture of innovation and continuous change.
- Ability to develop, deliver and implement policy and procedure through the analysis of current research.
- Experience in monitoring budgets.
- Experience working in or with a local government authority.

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

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- 35 hours per week
- Hours of work are on a rotating roster between hours of 7.30am to 6.00pm Monday to Friday and a RDO every three weeks.
- Four weeks annual leave.
- Long Service leave after five years.
- Probationary period of four month.
- Superannuation of 9.5% paid by Council.
- Medical (including drug and alcohol) and audio required as part of selection process.

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