

Position Description

Position Details			
Position title	Early Childhood Educator (Cert III)	Position number	PD808
Group	Community, Environment and Planning	Previous position numbers	BSC000
Section	Community and Cultural Services	Reports to	Nominated Supervisor
Area	Children's Services	Evaluated / approved by	E Harrison
Team	N/A	Version number	July 2023
Position level code	6 Line Staff		
Position statement	Provide early childhood education services including the design, documentation, and implementation of programs for children and families.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Programs for children and families	<ul style="list-style-type: none"> Support and educate all children within a service. Actively contribute to the implementation and documentation of high-quality programs for children and their families. Contribute to the care and exchange of resources that enhance the learning program and the aesthetic environment. Contribute to effective and open communication with families about children's programs, learning outcomes, health, well-being, safety, and nutrition. 	<ul style="list-style-type: none"> Effective and recognised teaching strategies are employed. Compliant with EYLF, national regulations and standards at all times. Activities are undertaken in a high-quality manner whilst applying BVSC Children's Services philosophy, including the recognition and respect of community diversity. Communication with families regarding child's well-being is respectful, whilst recognising respect for individual family values and cultural practices.
Administration and compliance	<ul style="list-style-type: none"> Document and report all concerns, complaints and significant issues that affect the operation of the service, the staff or families and children. Follow all family access, authorisations, permissions, and court orders. Follow established protocols and procedures for responding to child protection issues, health, hygiene, and child well-being, including the provision of medication and first aid. Follow all BVSC policies and procedures and contribute to regular policy reviews. Maintain required qualifications and licences for Early Childhood Education and care profession work. 	<ul style="list-style-type: none"> Concerns, complaints, and issues reported to the Room Leader or Responsible Person in a timely and efficient manner. Documentation and reports are prepared according to required standards and within a timely manner. 100% compliance with all family access, authorisations, permissions, and court orders. 100% compliance with all protocols and procedures re child protection, health, and well-being. All required qualifications and licences are current/within date.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Sound knowledge of the Early Years Learning Framework and the National Quality Standards.
- Sound skills in building respectful and equitable relationships with children, families, teams, and others in the community.
- Demonstrated ability to provide safe and stimulating environments that support children's wellbeing and learning.
- Additional skills, knowledge and qualifications that might be applicable to this position, such as specialised training and work experience.

Selection criteria – qualifications and licences

- Certificate III in Children's Services (or other equivalent recognised qualification), or willingness to obtain
- NSW Working with Children Check clearance
- Criminal Record Check clearance
- Current First Aid Certificate, Anaphylaxis and Asthma Management training
- Completion of approved child protection training

Conditions of Employment

Status	Casual		Hours per weeks	Variable
Award classification	Band:1	Level:3	Pattern of work	Variable
BVSC grade	1		Award	Local Government (State) Award 2023
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input checked="" type="checkbox"/> Participation in on call roster			
	<input checked="" type="checkbox"/> Other: May be required to work from any of Council’s Children’s Services located at Bega, Eden, Candelo and Bemboka			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Purchase card limit: \$	
Statutory	As per BVSC Register of Delegations	
Security	Enter details of data security and access authorisations, keys, access to facilities and hours of access.	

Benefits

Motor vehicle	Not applicable
Information technology	<input type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input type="checkbox"/> Other: Enter details of other devices if applicable.
Telecommunications	<input type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Enter details of other telecommunication devices if applicable.
Workwear	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Children's Service Uniform: 2x Gelato polo shirts 2x Gelato polo shirts

Model Job Demands Checklist

Please ensure this checklist should be completed in conjunction with People and Governance Team.

Job title: Early Childhood Educator (Cert III)		
PD Number(s)	PD808	
Completed by	Name: Sarah Brownlie	Date: 5/7/2023
Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Minimal Likelihood	
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Minimal Likelihood	
Heavy Lifting/Carrying (16kg and above)	No	<i>Note- If yes, the manager/coordinator must liaise with WHS Advisor</i>
Climbing	No	
Bending	Yes	
Kneeling/Squatting	Yes	Staff are required to be a child level, which will require kneeling and squatting. Adult chairs are provided.
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Minimal Likelihood	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Minimal Likelihood	

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	No	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Minimal Likelihood	
Walking whilst pushing/pulling object	Minimal Likelihood	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note - If yes, a functional assessment may form part of the pre-employment medical</i>
Works in a customer service environment	Yes	
Confined spaces	No	<i>Note - If yes, this must also form part of position description</i>
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Minimal Likelihood	Some cleaning products that are used in an Early Childhood setting which are all low toxic.
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note - If yes, a baseline hearing test may form part of the pre-employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Minimal Likelihood	<i>Note - If yes, a baseline spirometry test may form part of the pre-employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note - If yes, a baseline skin screening test may form part of the pre-employment medical</i>
Exposure to some infectious diseases	Yes	<i>Note - Please see Immunisation Procedure 6.05.3 and Immunisation section of the model job demands checklist</i>

Vision		Notes
Vision <i>Ability to identify safety critical colours</i>	No	
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Minimal Likelihood	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Minimal Likelihood	
Frequent overtime	No	
Rostered shift work	Yes	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	
Immunisations		Notes
Hepatitis A & B	Yes	<i>Note - Please refer to immunisation procedure 6.05.3 Some likelihood of exposure to infectious diseases is typical to an early childhood education and care environment.</i>
Measles, Mumps, Rubella, Pertussis and Varicella	Yes	<i>Note - Please refer to immunisation procedure 6.05.3 Some likelihood of exposure to infectious diseases is typical to an early childhood education and care environment.</i>
Tetanus	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3 Some likelihood of exposure to infectious diseases is typical to an early childhood education and care environment.</i>

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.