

# Position Description

Position Details			
Position title	Nominated Supervisor	Position number	PD660
Group	Community, Environment and Planning	Previous position numbers	PD119
Section	Community Connections	Reports to	Children's Services Coordinator
Area	Children's Services	Evaluated / approved by	Alice Howe
Team	Eden Early Learning Centre	Version number	March 2024
Position level code	5 Team Leader		
Position statement	Lead and support the Eden Early Learning Centre team in the delivery of quality early childhood programs that enrich the lives of children and families, ensuring that the services meet all statutory regulations, standards and approved curriculum.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Leadership	<ul style="list-style-type: none"> <li>Undertake overall responsibility for the day to day management of the staff and programs at Eden Early Learning Centre</li> <li>Act as a role model and mentor to Educators in understanding and complying with Regulations, the Law and the National Quality Framework</li> <li>Foster a workplace culture that prioritises reflective practice, self-development, continuous improvement and team cohesion</li> <li>Develop staff capacity by creating opportunities for skill development, qualification attainment and succession planning</li> </ul>	<ul style="list-style-type: none"> <li>Human resources are effectively managed</li> <li>Services comply with Regulations and the Law</li> </ul>
Compliance and Accountability	<ul style="list-style-type: none"> <li>Prepare rosters and organise replacement staff to ensure compliance with Regulations within budget allocations</li> <li>Ensure all family access, authorisations, permissions and court orders are known and followed</li> <li>Communicate to staff and comply with procedures for responding to child protection issues, health, hygiene and child well-being including the provision of medication and first aid</li> <li>Escalate all incidents, complaints, concerns and reportable issues to the Coordinator of Children's Services and Approved Provider in a timely and efficient manner</li> <li>Ensure that all internal and external reporting requirements are achieved within set timeframes, including those relating to data collection, quality improvement, risk management, records storage and program accountability</li> <li>Maintain an up-to-date onsite register of all staff and volunteer details, qualifications, working with children checks, first aid, anaphylaxis and emergency asthma response training; and monitor this on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Rostering is efficient, meets regulated ratio requirements and is updated daily</li> <li>The Authorised Provider is informed immediately about any issues affecting compliance with Regulations, standards or the curriculum</li> <li>All responses to complaints, safety incidents, or issues of child protection adhere to statutory requirements and Council policy</li> <li>All required training, licenses, registers and qualifications are always up to date with copies provided onsite</li> <li>Funding and reporting requirements are met</li> </ul>

Quality Services	<ul style="list-style-type: none"> <li>• Develop and monitor the Quality Improvement Plan in conjunction with teams</li> <li>• Support Educators to develop programs that emphasise family involvement and best practice</li> <li>• Liaise with professional early childhood organisations, local Elders, Council departments and community services to improve partnerships and outcomes for children</li> <li>• Enact child and family support plans, applications or referrals for additional assistance in a timely and efficient manner</li> <li>• Deliver targeted projects in line with service needs and funding body requirements</li> <li>• Work collaboratively with staff across Children's Services and the organisation to deliver improved services.</li> </ul>	<ul style="list-style-type: none"> <li>• The Quality Improvement Plan is up to date and reflects the centre's priorities</li> <li>• Curriculum and programs are of a high quality</li> <li>• Programs are engaging, innovative and responsive to children's needs</li> <li>• Families and community groups regularly participate in the section's activities</li> <li>• Projects and grants are administered in accordance with funding agreements</li> </ul>
Service Development	<ul style="list-style-type: none"> <li>• Drive changes and improvements to the services in accordance with the vision and strategies within the Children's Services Action Plan</li> <li>• Monitor utilisation and undertake promotions and activities that increase service usage</li> <li>• Regularly evaluate programs and services</li> <li>• Use initiative to develop solutions to service gaps or to pursue opportunities</li> <li>• Assist in annual budget development</li> <li>• Closely monitor financial performance, enrolment and attendance patterns to maximise financial viability</li> <li>• Support the Coordinator with other Children's Services activities as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• The Children's Services Action Plan is regularly progressed</li> <li>• Service utilisation is maximised</li> <li>• Services are reviewed at least annually</li> </ul>

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>• You use structured processes to plan, lead, organise and control your people and resources.</li> <li>• You provide employee performance feedback on a regular basis to people in your area.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• You monitor the budget allocated to your section regularly and manage revenue and expenditure to ensure budget remains on-track.</li> <li>• You contribute input to the budget estimate process based upon the agreed business plan deliverables.</li> <li>• You comply with the organisational procedures for procuring services and supplies, including tendering processes.</li> </ul>

## Our Values Commitment: PLaCE

### We are committed to and believe

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

## Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You publicly role model the PLaCE values.</li> <li>You ensure employees have a work-life balance.</li> <li>You ensure safe work practices are used by employees/contractors/volunteers.</li> <li>You ensure all people are treated inclusively by the team, regardless of differing ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You ensure all employees have a current learning/career plan in place and ensure their attendance at all mandatory training events.</li> <li>You review your own and your team's performance and ask for feedback to learn and improve.</li> <li>You support and foster continuous improvement in team activities.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You actively support organisational change initiatives and encourage your team to also do so.</li> <li>You focus on solutions rather than the problem.</li> <li>You work with stakeholders in tailoring services to meet or exceed their expectations.</li> <li>You oversee the resources of the team to ensure outputs are delivered when expected, within budget, and with the required quality.</li> <li>You celebrate success and achievement by the team and by individuals.</li> <li>You appropriately challenge and resolve poor performance and inappropriate workplace behaviour.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You support and communicate corporate messages and information to the team, including promoting 'above the line' behaviour.</li> <li>You look to work together, across and outside typical groups; initiating joint approaches to efficiently deliver services.</li> <li>You listen to and involve colleagues and external stakeholders and respond positively to suggestions before making decisions.</li> <li>You support/drive initiatives and actions that lead to a 'one-team' culture.</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Minimum 12 months' experience as a Nominated Supervisor of an early childhood service
- Advanced knowledge of the Early Years Learning Framework, National Quality Framework and National Law and Regulations
- Strong skills in all aspects of human resource management, including directing and supporting teams to comply with Regulations
- Excellent ability to build respectful relationships with children, families and stakeholders
- Demonstrated experience in managing, reporting and resolving complex child protection situations
- Demonstrated ability to efficiently manage rosters and maximise service utilisation
- Skills in financial management, including ability to monitor budgets and deliver grant-funded projects
- Demonstrated skills in managing conflict and complaints from staff or families
- Additional skills, knowledge and qualifications that may be applicable to this position, such as experience writing grants; working within a Council-operated Children's Service; or working with Aboriginal communities

### Selection criteria – qualifications and licences

- Minimum Diploma in Children's Services or Early Childhood Teaching degree recognised by the Australian Children's Education and Care Quality Authority
- Completion of approved child protection training
- NSW Working with Children Check clearance
- Criminal Record Check clearance
- Current NSW Class C Drivers Licence
- *The Nominated Supervisor will be required to complete training in First Aid, anaphylaxis and emergency asthma as part of their role*

## Knowledge, Skills and Qualifications

## Conditions of Employment

Status	Permanent full time		Hours per week	35
Award classification	Band: 3	Level: 2	Award	Local Government (State) Award 2023
BVSC grade	11			
Pattern of work	8am to 4pm, Monday to Friday with 30 minutes unpaid lunch break			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster			
	<input checked="" type="checkbox"/> Other: The Nominated Supervisor is the primary contact person for after-hours site emergencies. In an emergency situation that impacts upon operations, the Nominated Supervisor will be contacted by telephone at 6am to be notified of the incident. They will also be responsible for making emergency plans for service operations.			

## Delegations

<b>Staff</b>	Number of direct report positions: 12	Staff span of control: 12
<b>Budgetary</b>		Budget as per BVSC Register of Delegations
<b>Purchasing</b>	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Limit as per BVSC Register of Delegations
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	The Nominated Supervisor possesses keys for Eden Early Learning Centre.	

## Benefits

<b>Motor vehicle</b>	Not applicable		
<b>Information technology</b>	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input checked="" type="checkbox"/> Other: external monitor, keyboard and docking station		
<b>Telecommunications</b>	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
<b>Workwear</b>	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: Enter details such as safety boots, shoes, sunglasses, etc.		

## Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to [workplacewellbeing@begavalley.nsw.gov.au](mailto:workplacewellbeing@begavalley.nsw.gov.au).

**Job title:** Nominated Supervisor - Eden

**PD Number(s)** PD119, PD522, PD523, PD660

**Completed by** Name: Matt Simpson

Date: 27/08/2020

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	Minimal Likelihood	
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 manager/coordinator to liaise with WHS Officer</i>
Climbing	No	
Bending	Minimal Likelihood	
Kneeling/Squatting	Minimal Likelihood	
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>	Yes	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It</i>	Yes	

<i>can include muscular, skeletal and neurological functions to produce small, precise movements</i>		
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
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>	No	<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 <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Minimal Likelihood	As per procedure
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	Staff member is required to exercise caution around chemicals in the service – eg cleaning products
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	Staff member is required to exercise caution with potential exposure to biological hazards relating to childcare – eg children’s urine, infectious diseases
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	No	<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>

<i>means a contaminant in the form of a fume, mist, gas, vapour or dust</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>	Minimal Likelihood	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	Minimal Likelihood	<i>Please see Immunisation Procedure (including matrix) for clarification</i>  Staff member is required to follow BVSC Immunisation Procedure to prevent risk of exposure to any infectious diseases relating to childcare. Staff member must follow BVSC Children's Services procedures relating to children's medical conditions, illnesses, children's immunisation and exclusions.
<b>Vehicle/Plant/Equipment</b>		<b>Notes</b>
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	
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>
<b>Cyclic Workload</b>		<b>Notes</b>
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	Minimal Likelihood	Occasional shift work may be required if Educator staffing numbers are too low. This is unlikely
<b>Psychological Demands</b>		<b>Notes</b>
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	

### ***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.