



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Assistant Children's Services Director**

**REPORTS TO:** Children's Services Coordinator

**DIRECTORATE:** Corporate and Community Services

**BRANCH:** Social and Cultural Planning

**CLASSIFICATION:** Grade 8

**STAFF:** The incumbent will be required to supervise staff across all four of the Children's Services sites. And engage with community key stakeholders within the sector.

<b>CONTACTS:</b>	<b>Internal</b> Children's Services Coordinator Manager Social and Cultural Planning Sandhill's and Outside School Hours Care staff WHS Committee Parent Committee	<b>External</b> Children's Service's families Community key stakeholders Relevant sector Governing bodies
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### POSITION OBJECTIVE:

The Assistant Children's Services Director will work in tandem with the Children's Services Coordinator (CSC) in the overall leadership of the Children's Service's portfolio, including Sandhills and our three OHSC sites.

The ACSD will collaboratively work with the CSC to facilitate and implement operational processes and procedures on a daily basis at Sandhills and support the CSC in facilitating changes across all sites to meet planned strategic objectives.

### Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

## ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM  
AND PURPOSE



WE ARE OPEN, HONEST AND  
RESPECTFUL



WE FOSTER WELLBEING  
AND CREATIVITY



WE ACHIEVE OUR GOALS AND  
SUCCEED TOGETHER

## KEY RESPONSIBILITIES:

### Organisational Relationships

- Contribute to corporate goals and community ethos by accepting responsibility for own work, participating in a positive manner and contributing to workplace change
- Contribute to a culture of continuous improvement, effective and enjoyable work practices and relationships

### Operations Management

- Maintain a safe environment for children, families, team members, and all visitors at all times. Have a thorough knowledge and understanding of Regulatory compliance requirements
- Undertake Responsible Person (acting Nominated Supervisor) duties in the absence of the CSC
- Support the CSC in the leadership of the Children's Service's portfolio to provide high-quality early learning and care that exceeds all 7 Quality Areas of the National Quality Standards
- Build respectful and reciprocal relationships with all stakeholders across all sites. Maintain strict confidentiality
- Use internal and external networks to ensure children and families have access to appropriate support networks
- Perform key business administration tasks including rostering, staff management and associated whole Service tasks as required
- Support the CSC to motivate, develop, and mentor the team to deliver outstanding results for children and families across all four sites
- Support all teams to develop clear direction and goals and regularly provide appropriate feedback in planning and documenting and curricula planning. Have sound knowledge in leading staff in educational pedagogy (Educational Leader experience preferred)
- Revise, and consult with appropriate stakeholders to review and update all applicable Service policies and procedures across all sites.

### Financial Management

- Ensure compliance with delegations of the position are maintained
- Support the CSC to achieve Service budget targets including but not limited to attendance, retention, labour and debt.

### Human Resource Management

- Comply with Council's Equal Employment Opportunity, corporate and human resources policies and procedures.

### Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

**WORK HEALTH & SAFETY OBLIGATIONS:**

Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's workplace operational health, safety and environmental management policies, protocols, procedures and practices

**QUALIFICATIONS:**

- Bachelor of Early Childhood or
- Diploma-level Early Childhood qualification (as approved by ACECQA)
- Relevant Working with Children Check.
- National Police Check.

**EXPERIENCE:**

- Substantial experience as an Assistant Service Manager (2ic). Senior Educator or in a similar leadership role.

**KNOWLEDGE:**

Working knowledge of early childhood education and care processes.

Expertise:

- Staff management and supervision. The ability to motivate, delegate and lead our staff with authentic inspiration
- Business administration (Office suites, rostering, formulating documents to support Educators in planning and documenting, checklists and associated administrative features).
- A genuine and determined dedication to supporting change and growth across early years and school aged care.
- Early Years Learning Frameworks and curricula in depth knowledge
- Ability to fulfil all roles and responsibilities associated with a Nominated Supervisor role.

**COMPETENCIES:**

Demonstrated abilities:

- Support the CSC to motivate, inspire, and grow our team to deliver outstanding results for children and families in accordance with the Exceeding Standards across the NQF.
- Create and maintain productive, fluid and positive relationships with a diverse clientele across the sector. Inclusive of families, community stakeholders, Council, Regulatory bodies and guests.
- Support the all Service's commitment to priority for Inclusive Practice and ensures access for vulnerable families.
- Support and promote operational change initiatives within Services in line with the Children's Service's vision.
- Take responsibility for personal work outcomes, work diligently and affect a solutions-based approach to arising issues.
- Effectively communicate with individuals and groups.
- Model appropriate dignity, respect and a sense of curiosity.
- Determine and action ways to improve current work methodologies.
- Ask questions and encourage lateral thinking approaches.
- Respond positively to ongoing changing circumstances.
- Recover from setbacks and overcome obstacles and impediments. Persist and focus on achieving organisational objectives through periods of extreme pressure.

## SELECTION CRITERIA

### Essential Criteria

- Relevant early childhood qualifications and sector experience.
- Demonstrated leadership experience with skills and expertise in multi-disciplinary roles within early childhood and school aged care settings. An ability to lead with vigour, creativity and a co-collaborative style in mentoring teams.
- Demonstrated well-developed interpersonal, written and verbal communication skills with the ability to work across varied platforms and be aware and responsive to a diverse clientele to deliver high quality outcomes across all sites.
- Demonstrated supervisory techniques including supporting a culture of excellence, getting the best out of individuals by empowering skills.
- Demonstrated experience in understanding performance management and managing difficult conversations alongside or in the absence of the CSC.
- Demonstrated time management, including the ability to delegate and stretch teams.
- Demonstrated commitment to Work Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Drivers Licence
- Current WWCC
- Current First Aid certification.
- Current Child Protection.

### PRESENT OCCUPANT:

**SIGNATURE:**

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**SUPERVISOR:**

*Children's Services Coordinator*

**SIGNATURE:**

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