

# Role Description

## Trainee Educator Certificate III



<b>Title</b>	Trainee Educator Certificate III
<b>Classification/Grade/Band</b>	Band 1 Level 1
<b>Group/Unit/Section</b>	Community and Recreation Services / Libraries and Education / Education and Care
<b>Reports to</b>	Centre Director

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Trainee Educator Certificate III is responsible for the assistance in the provision of effective education and care that encourages positive learning outcomes and meets the Central Coast Council (CCC) objective of making the Central Coast a place of continual learning.

The position of Trainee Educator Certificate III is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Assist in the delivery of quality education and care functions in accordance with National Quality Framework requirements and CCC's policies and procedures;



- Commitment to the implementation of the 10 Child Safe Standards and the ongoing process improvement and review in order to keep children safe;
- To obtain knowledge, skills and competence through tertiary qualifications and on the job training;
- Be willing to develop and implement new skills and seek opportunities to gain feedback on behaviour and work whilst remaining open to the input of others;
- Understand the importance of customer service and take responsibility for delivering service to meet customer's needs;
- Work as a supportive and cooperative team member, share information and acknowledge other's efforts;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Trainee Educator Certificate III works within detailed written or oral instructions or procedures or under supervision;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Trainee Educator Certificate III influences the external environment by meeting basic standards of service;
- The Trainee Educator Certificate III is accountable for own work performance. Liability generally lies with the Supervisor or Council as the employer;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;



- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Support system improvement initiatives and embrace new technologies;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognise and acknowledge individual/team performance;



- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Willingness to undertake training at Diploma or Certificate III level in Early Childhood Education and Care;
- Current Working with Children Check;
- Provide evidence of Boostrix (Whooping Cough, Tetanus, Diphtheria); MMR (Measles, Mumps, Rubella) and Hepatitis A & B or the commencement of these vaccinations prior to commencement.

### **Desirable**

- Current First Aid Certificate;
- Current certificate in Anaphylaxis and Asthma Management.

## **EXPERIENCE**

- Demonstrated ability to participate and actively contribute in a team environment
- Strong customer service ethos and a demonstrated customer-centric approach to service provision
- Demonstrated written and verbal communication skills
- Demonstrated ability to study independently and prioritise tasks to complete assignments within required timeframes
- Willingness and ability to work a variety of shifts between a spread of hours from 7am to 6pm, Monday to Friday.



## Key Relationships

Internal	External
Other Council employees (not including direct reports)	Parents/Carers/Families
Section Managers/Team Leaders	Members of the public/residents/ratepayers
Education and Care Staff	Community Organisations
	State and Federal Government Agencies
	Local Schools
	Professional/Industry associations
	Commercial/Industrial/Development representatives
	Consultants/Solicitors and other professionals
	Local Business

