



## POSITION DESCRIPTION

<b>Position Title</b>	OSHC Centre Coordinator	
<b>Directorate</b>	Community	
<b>Service</b>	Children's Services	
<b>Responsible to</b>	Coordinator Middle Childhood Services	
<b>Position Supervises</b>	<b>Direct:</b> OSHC Educators, Students, Volunteers <b>Indirect:</b>	
<b>Position No.</b>	IW5648	
<b>Status</b>	Permanent Part- time	
<b>Hours</b>	30 hours per week- split shift during school terms	
<b>Salary Point</b>	13.E - 13.4 (M)	
<b>Allowances</b>	As applicable to the position	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Pre-employment medical <input checked="" type="checkbox"/> COVID Certificate	
<b>Date reviewed:</b> Feb 2022		<b>Reviewed by:</b> Senior Manager Children and Services

## **POSITION PURPOSE**

- Responsible for the provision of a high quality outside school hours care (OSHC) service for up to 90 primary school children aged 5-12 years
- As Nominated Supervisor, ensure the service complies with all relevant requirements of the National Law and Regulations for Early Childhood Education and Care Services
- Ensure that Council and Children and Family Services Policies and Procedures are implemented at all times
- Ensure that the service meets the OSHC National Standards in relation to staff ratios and meets the National Quality Standard for OSHC
- Responsible for leading, supporting and mentoring the team to ensure that a high quality educational program is developed, implemented and documented to meet the 'My Time Our Place' school age care framework
- Ensure effective administrative and financial management of the service

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

#### **Qualifications and Certificates**

1. Tertiary qualifications in Primary Education or OOSH at Associate Diploma level.
2. Current first aid certificate; and completion of approved course/s in anaphylaxis and asthma management.
3. Certified Supervisor Certificate.
4. Completion of an approved course in child protection.

#### **Other Essential Requirements**

5. Demonstrated and considerable experience working in an outside school hours care centre, with children aged 5-12 years.
6. Significant knowledge and experience in the development, implementation and evaluation of developmentally appropriate and inclusive OSHC programs; and working knowledge of the 'My Time Our Place' school age care framework
7. Proven leadership skills, including ability to effectively lead, motivate and mentor a staff team in a regulatory environment.
8. Demonstrated knowledge of and capacity to apply the current legislation governing OSHC services, including National Quality Standard, National Law and Regulations; OSHC National Standards and NSW child protection legislative requirements.
9. Demonstrated experience and ability to work in partnership with families, children and relevant agencies, develop and maintain professional relationships built on respect, and ensure confidentiality and privacy requirements are met at all times.
10. Demonstrated organisational and coordination skills.
11. Demonstrated professional and ethical approach to all aspects of work, ensuring ethical and appropriate conduct of self and staff.
12. Proven high level verbal and written communication skills and demonstrated effective interpersonal and conflict resolution skills.
13. Working knowledge of funding available to OSHC.
14. Demonstrated administrative skills including cash handling and computer skills.
15. Knowledge of and capacity to apply EEO, WH&S and Environmental Management principles in the workplace.

## Desirable Criteria

1. Previous experience as a Coordinator of an OSHC service
2. Current NSW Class C Driver's Licence.
3. Experience working in culturally diverse communities
4. Ability to speak a second language.
5. Familiarity with Hubworks software package and/or childcare management systems.

## KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Effective daily operational management of the service as the Nominated Supervisor in accordance with the National Law and Regulations
- Work as a positive leader and role model in cooperation with all staff, students and volunteers
- As Educational Leader, effectively develop, deliver, document and evaluate developmentally appropriate programs for children between five and twelve years of age in accordance with the 'My Time Our Place' framework
- Effectively liaise with parents and the general public and present the service in a professional manner at all times
- Effectively plan, organise and coordinate staff to ensure a high quality child care service with appropriate supervision of children at all times.
- Implement Council's and CFS policies and procedures in relation to the delivery of services to the community
- Manage budget income and expenditure within allocation
- Implement National Quality Standard for OSHC
- Supervise up to 11 staff based on staff profile for the centre and including Vacation Care

## Summary of Offences a Nominated Supervisor can be personally liable for under the Law

- ▶ Claim to be a Certified Supervisor without a Supervisor Certificate, Section 132
- ▶ Inadequate supervision, Section 165
- ▶ Inappropriate discipline, Section 166
- ▶ Fail to protect children from harm and hazards, Section 167
- ▶ Fail to provide required program, Section 168
- ▶ Fail to meet minimum staffing requirements, including ratios and qualifications, Section 169
- ▶ Allow unauthorised person to remain on premises, Section 170
- ▶ Fail to comply with direction to exclude inappropriate person, Section 171
- ▶ Obstruct an authorised officer, Section 207
- ▶ Fail to assist an authorised officer, Section 208
- ▶ Destroy or damage notices or documents, Section 209
- ▶ Impersonate an authorised officer, Section 210
- ▶ Fail to comply with notice or requirement, Section 217
- ▶ Hinder or obstruct Regulatory Authority, Section 218

## Summary of Offences a Nominated Supervisor can be personally liable for under the Regulation

*(Penalties for these offences vary between \$1000 and \$2000 and would be issued after a court case.)*

- ▶ Health and hygiene practices and safe food practices, (Regulation 77)
- ▶ Access to safe drinking water and regular food and beverages, (Regulation 78)
- ▶ Service providing food and beverages, (Regulation 79)
- ▶ Weekly menu, (Regulation 80)
- ▶ Sleep and rest, (Regulation 81)
- ▶ Staff members not to be affected by alcohol or drugs, (Regulation 83)
- ▶ Administration of medication, (Regulation 93)
- ▶ Children leaving the education and care service premises, (Regulation 99)
- ▶ Risk assessment must be conducted before excursion (Regulation 100)
- ▶ Authorisation for excursions, (Regulation 102)
  - ▶ Access for parents (Regulation 157)

- **KEY RELATIONSHIPS:**
- **Internal:** Coordinator Middle Childhood Services, Children Services staff.
- **External:** Children, parents, School Principal/s, community members, general public, relevant state and federal government departments and local child and family agencies.

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the **OSHC Centre Coordinator** as detailed in this document.

Signature: .....

Date:     /     /