

Lachlan Shire Council



Position Description Trainee Early Child Care Educator

Directorate	Community Services and Governance
Location	Children's Services
Classification/Grade/Band	Band 1 Level 1
Position Code	2500013.1
Date position description approved	

Council overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush. All our towns and villages have unique features and attractions to explore, so reach for your hat, pull on your boots and be prepared to trek through our productive red dirt to see some of the most beautiful country in Australia.

Council values

COOPERATIVE

Team work is the key, all working together towards a common goal

RESPONSIVE

Committed to the needs of the Organisation and the Community

RESPECT

We treat others with kindness, fairness and tolerance in all our professional and personal interactions

EFFECTIVE

We accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort

PROUD

We take pride in our work and doing the best job we can. We are proud of Council and its achievements

Primary purpose of the position

The Trainee Early Child Care Educator assists with the provision of Council's Children's Services, including: Pre-School, After School Care, Vacation Care Mobile Child Care and other activities that arise from time to time. Develop the ability to build and maintain positive relationships with children, families, educators and management to deliver best outcomes for families and children over the course of the traineeship.

Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake a Certificate III in Early Childhood Education and Care
- Assist with the preparation and participation in age-appropriate activities that aim to promote and develop the social, emotional, physical and cognitive needs of the children and provide positive interactions with the children.
- Assist with the documentation, planning and assessment of children's developmental needs, development progress, observations and learning outcomes
- Promote child wellbeing and prevent harm to children and young people by adhering to the National Principles of Child Safe Organisations or relevant Child Safe Standards
- Implement the service's philosophy in undertaking all other duties.
- Work in accordance with the centre's policies and procedures.
- Work in accordance with the requirements of the Children (Education and Care Services National Law & Regulations), National Quality Standard, Code of Ethics of Early Childhood Australia for Early Education and Care.
- Always maintain confidentiality and demonstrate professional conduct.
- Adhere to Council's WH&S policies and procedures at all times.
- In accordance with Clause 8 (ii) of the Local Government (State) Award, the employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training

Key challenges

- Time management for completion of observations and paperwork required for the position
- Undertaking vocational training in conjunction with workload

Key internal relationships

Who	Why
Director	<ul style="list-style-type: none">• Receive advice and report on progress towards business objectives and discuss future directions• Provide expert advice and support and contribute to decision making.• Identify emerging issues/risks and their implications and propose solutions.
Coordinator	<ul style="list-style-type: none">• Guide, support, coach and mentor team members• Lead discussions and decisions regarding service goals and outcomes.

Who	Why
Educators	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies. • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues.

Key external relationships

Who	Why
Stakeholders	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues.
Service Providers, Funding Bodies and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues. • Negotiate and approve contracts and service agreements • Manage and monitor the provision of service to ensure compliance with external bodies are met.

Reports to:

Coordinator- Children's Services

Legislative Requirements:

COVID-19 Vaccinations

It is a requirement of this position to comply with the vaccination requirements of any relevant Public Health Orders, and subsequent amendments, that pertain to workers in the Education or Child Care sectors.

Working with Children's Check





The Working With Children Check (WWCC) is a requirement for anyone over the age of 18 who works or volunteers in child-related work in NSW.

Essential requirements:

- Ability to undertake training to obtain Certificate III in Early Childhood Education and Care
- Current Working with Children Check
- Ability to communicate effectively with children, families, colleagues and the community
- Competent user of personal computers and Microsoft applications (e.g. Word and Outlook)
- Commitment to excellence in customer service
- Current First Aid and Anaphylaxis training – or willingness to obtain
- Class C Driver's Licence

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies