

Position Description

Central West Childcare Services

Educator/Coordinator Playgroup Facilitator

Position Details

Position No: 500043

Department Planning and Community Services

Employment Status: Permanent Part Time

Reporting to: Central West Childcare Services Manager

Direct Reports: 0

Indirect Reports: 0

Band/Level Administrative/Technical/Trades Band 2, Level 1

Grade: Grade 9

Allowances Nil.

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

The Educator Coordinator is required to assess and support Central West Family Day Care Educators (care providers), assist families to arrange suitable care for their children, and monitor and support those care arrangements. The role will also prepare, supervise and present playgroup sessions.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.



Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. To provide a quality Family Day Care (home based child care) service through support of Educators and families by carrying out regular monitoring and support visits and evaluating child placements.
2. To provide high quality care for families using the service, according to the philosophies and aims of the service, its policies and procedures, and the values of Parkes Shire Council.
3. To comply and maintain responsibilities under the Education and Care Services National Act and Regulation, National Quality Frameworks and other regulatory bodies.
4. To prepare, supervise, present and evaluate playgroup sessions, as required, reflecting the educational outcomes of the appropriate Curriculum Frameworks.
5. Network with staff, educators and families to service the individual child needs.
6. To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.
- 7.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act*.
- Identify, assess and treat risk relevant to the position.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.



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Position Requirements

Essential

1. Vocational qualification in Children's Services or equivalent
2. Demonstrated experience in early childhood
3. Sound knowledge of child development and current practices in childcare
4. Sound knowledge of Education and Care Services National Regulation
5. Sound knowledge of the National Quality Frameworks
6. Demonstrated written and oral communication skills, including negotiation and conflict resolution skills
7. First Aid Certificate
8. CPR Certificate
9. Current and maintained NSW Drivers Licence
10. Current and maintained National Police History Check
11. Current and maintained Working with Children Check

Desirable

1. Experience in a similar role
2. Knowledge of Harmony software
3. Knowledge of Electronic Records systems
4. Child protection certificate
5. Food Handling Certificate



6.

Key Relationships

Who	Why
Internal	
Central West Childcare Services Manager	<ul style="list-style-type: none">• Receive guidance and report on progress towards corporate objectives.• Provide expert advice and support and contribute to decision-making.• Identify emerging issues/risks and their implications and propose solutions.
Council Staff	<ul style="list-style-type: none">• Work collaboratively to achieve desired outcomes.• Manage expectations and resolve issues.
External	
Allied Health services	<ul style="list-style-type: none">• Provide and receive expert advice on a range of inclusion support issues and strategies• Develop and maintain effective and collaborative working relationships.
Government Bodies and agencies	<ul style="list-style-type: none">• Provide and receive expert advice on a range of inclusion support issues and strategies• Develop and maintain effective and collaborative working relationships.
Customers	<ul style="list-style-type: none">• Coordinate provision of friendly, responsive, accurate and consistent information, advice and service.• Resolve complaints and de-escalate challenging interactions.• Negotiate outcomes and timeframes and manage information flow to ensure prompt resolution of issues.







Capability Framework

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 www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

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



Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name:

Signature:

Date://



ANNEXURE A - Work Health and Safety (WHS) Responsibilities

WHSMS Monitoring and Improvement	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	Performance Measure
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	<ul style="list-style-type: none">– Work in a safe manner without risk to themselves, others or the environment.– Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work).– Report all incidents, hazards, injuries, illness or property damage, theft or loss.– Participate in agreed WHS consultation arrangements– Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.– Seek assistance/clarification if unsure of WHS rules or procedures.– Report any faulty tools or plant.– Correctly use and maintain all personal protective equipment provided as required.– Complying with emergency and evacuation procedures.– Participate in any required WHS training or induction.– Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.– Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	<ul style="list-style-type: none">– To complying with WHS requirements contained within relevant tender/contract documents.– Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees.– Report and share safety concerns/information regarding a worksite where Council workers are present.



ANNEXURE B - Organisational Chart

