



## POSITION DESCRIPTION

### SENIOR SUPERVISOR CHILDREN'S SERVICES

<b>Department:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Manager Community Services</b>
<b>Location:</b>	<b>Coonabarabran</b>
<b>Grade:</b>	<b>15</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

The Senior Supervisor Children's Services is responsible for the day-to-day management of Council's Children's Services, including:

- Connect Five Children's Services
- Coonabarabran After School and Vacation Care
- Yuluwirri Kids – Coonabarabran Preschool and Long Day Care
- Yuluwirri Kids / Connect Five – Monkey Room

#### KEY ACCOUNTABILITIES

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

- Fulfil the responsibilities of a Nominated Supervisor under the National Law (*Education and Care Services National Law* and Children (Education and Care Services) National Law (NSW) No 104a) and National Regulations (Education and Care Services National Regulations).
- Supervise the day-to-day activities of Council's Children's Services.
- Supervise Children's Services staff.
- Liaise with families of children attending Council's Children's Services.

- Support staff to promote Council's Children's Services and promote Council's Children's Services through relevant networks.
- Manage and respond to complaints regarding Council's Children's Services.
- Ensure the timely preparation and provision of enrolment forms and other service related information.
- Support staff to provide information to meet the needs of the children and their families accessing the service.
- Work with the Educational Leader and staff to ensure that relevant assessment and rating processes and procedures are embedded in to the practices of Council's Children's Services.
- Oversee and supervise service planning processes to ensure that Council's Children's Services are responsive and meeting the needs of the community.
- Support the Manager Community Services to develop, implement and monitor strategies to maintain the delivery of cost-neutral Children's Services by Council.
- Support staff to develop systems to collect data required for reporting and oversee the collection of the data.
- Develop systems to support the ongoing monitoring and reporting of outputs to ensure that all requirements of funding agreements are met.
- Work with the Manager Community Services to ensure the timely completion of reporting requirements and financial accountabilities for the service.
- Supervise the development of the annual operational budget for the services.
- Monitor and report on expenditure on a regular basis.
- Contribute to Council's planning and reporting processes, as required.
- Supervise the development, review and implementation of policies and procedures for the services.
- Establish and maintain effective relationships which support the delivery of Council's Children's Services.
- Represent Council in relevant forums related to children's services, as designated by the Manager Community Services.
- Coordinate and facilitate the conduct of Assessment and Rating and other accreditation processes, as required.
- Maintain up to date knowledge of relevant laws and regulations, learning frameworks, quality standards, industry trends, policies and research related to education and care of children.
- Provide advice to the Manager Community Services regarding relevant legislation and policies to ensure Council's ongoing compliance in relation to children's services.
- Provide information, advice and support to the Manager Community Services, as requested.
- Provide support for other projects and tasks as delegated by the Manager Community Services.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

## **ESSENTIAL REQUIREMENTS**

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Bachelor of Early Childhood Education or equivalent Early Childhood Teacher (ECT) qualification approved by the Australian Children's Education and Care Quality Authority (ACECQA).
- 4 A minimum five (5) years experience working in a children's services or related role.
- 5 Experience supervising and leading a team.
- 6 Experience supervising the delivery of, or delivering, funded children's services.
- 7 Demonstrated high level verbal and written communication skills, including interpersonal skills.
- 8 Demonstrated ability to relate well to children of all ages, in particular children aged 0-12 years.
- 9 Demonstrated capacity to establish and maintain effective partnerships to support the delivery of children's services.
- 10 Demonstrated computer skills relevant to an education and care environment.

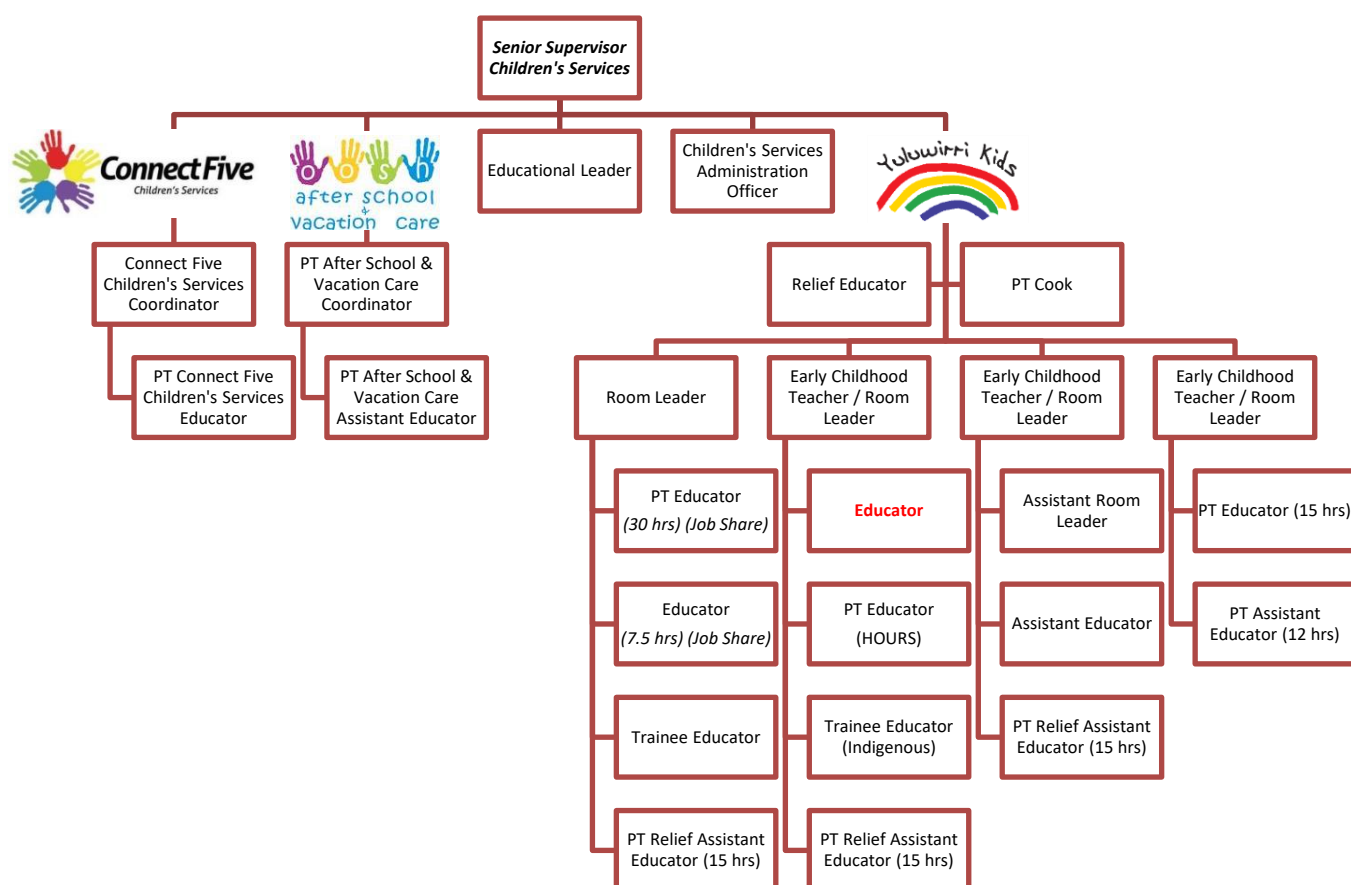
## DESIRABLE REQUIREMENTS

- 1 Experience working in a children's service in a Local Government setting.
- 2 Experience working with vulnerable children and their families.
- 3 Demonstrated ability and skills to program for individual children and groups of children with additional needs.

## REQUIRED CERTIFICATIONS

- 1 NSW Working with Children Check
- 2 National Police Check
- 3 Class C NSW Driver's Licence
- 4 First Aid Certificate, including Asthma and Anaphylaxis
- 5 Child Protection Training (Minimum CHCPRT001 or CHCPRT002)
- 6 Eligible to be appointed as a Nominated Supervisor
- 7 Food Safety Supervisor
- 8 Current Teacher Accreditation






## DEPARTMENT STRUCTURE



## 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, ie. "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](http://www.lgnsw.org.au/capability).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	<b>Display Resilience and Adaptability</b>	<b>Adept</b>
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	<b>Communicate and Engage</b>	<b>Adept</b>
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	<b>Finance</b>	<b>Intermediate</b>
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	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
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>Is flexible, showing initiative and responding quickly to change</li> <li>Accepts changed priorities and decisions and works to make the most of them</li> <li>Gives frank and honest feedback / advice</li> <li>Listens when challenged and seeks to understand criticisms before responding</li> <li>Raises and works through challenging issues and seeks alternatives</li> <li>Stays calm and acts constructively under pressure and in difficult situations</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b> Finance	Intermediate	<ul style="list-style-type: none"> <li>• Presents basic financial information clearly and in an appropriate format</li> <li>• Uses funds and records financial transactions in line with financial audit and reporting obligations</li> <li>• Makes expenditure decisions within budget limits</li> <li>• Uses financial and other resources responsibly and helps others understand their obligations to do so</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"> <li>• Clearly communicates roles and responsibilities in the team</li> <li>• Discusses and sets clear performance goals and standards</li> <li>• Gives regular feedback with the aim of improving performance and helping others learn and develop</li> <li>• Recognises development needs of individuals and identifies suitable learning opportunities</li> <li>• Recognises ongoing performance issues and works towards resolving them</li> </ul>

## **CONDITIONS OF WORK**

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### **Funded Position**

The tenure of this position is subject to continuation of Federal and State Government funding.

### **Working with Children Check**

The successful applicant will need to provide a relevant Working with Children Check clearance prior to being employed.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch. In addition, attendance at evening meetings outside the normal hours of work is an expectation for this position, by agreement with the Director Corporate and Community Services.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

**Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

**Council Induction**

Before commencing duties all workers must complete a Council induction.

**Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.