

Position Description



POSITION TITLE:	Manager Education and Community Services	POSITION NO:	CS0030
DEPARTMENT:	People and Community Services		
LOCATION:	Bogan Shire Early Learning Centre and Council Chambers		
REPORTS TO:	Director People and Community Services		
DIRECT REPORTS:	Service Leader Bogan Bush Mobile, Room Leaders, Children's Services Officer.		
STATUS	Full Time	TYPE:	Permanent
LEVEL:	Grade 8	HOURS:	35 hours per week
DATE PREPARED:	04/01/2019	DATE REVISED:	

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through the effective management of Education and Community Services staff, resources and day to day operations, by leading, guiding and supporting teams which provide high quality early childhood education and care to children, library and visitor information services to the community and visitors and economic development opportunities to the Shire.

MAIN JOB PURPOSE

The primary purpose of this role is to:

- Lead and manage the Children's Services team, providing strong educational leadership to promote the implementation of the Early Years Learning Framework (EYLF) and foster a high performing, productive and customer-focussed workforce.
- Ensure compliance with the Education and Care Services legislation and regulations and Council's policies to achieve business goals and accreditation requirements.

This role also works closely with the Director People and Community Services on a range of other activities relating to Council's Community Services.

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff
- Governance, Compliance and Regulatory Authorities / Bodies and industry Associations

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation
- Relevant Strategic and Operational Plans
- Delegations of Authority

KEY TASKS / ACCOUNTABILITIES

General Responsibilities

1. Lead, role model behaviour and maintain a management style that supports Council's values, team-based and customer-focussed culture within Education and Community Services encouraging performance excellence, personal development, innovation and positive team values.
2. Work with the Director People and Community Services to lead performance excellence by setting clear direction, performance standards and expectations for individuals and teams. Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.
3. Plan, schedule and manage the allocation and use of staff and other departmental resources to efficiently and effectively deliver Children's Services activities as identified in Council's annual Operational Plan and Budget including:
 - a) Delivery of quality and financially viable Bogan Bush Mobile services, and
 - b) Delivery of quality and financially viable Early Learning Centre service.
4. Act and manage Education and Community Services in compliance with legislative and government policy requirements, industry standards as well as Council's own policies, code of conduct, vision, values and strategic outcomes.
5. Provide accurate and timely high-level advice and strategic recommendations to the Director People and Community Services, Manex and General Manager on emerging issues, legislative requirements, policies and other matters relevant to Education and Community Services.
6. Provide an effective link between the Director People and Community Services and staff to ensure that policies, procedures and decisions and other relevant matters are effectively communicated, understood and adhered to.
7. Assist the Director People and Community Services to develop, maintain and implement an annual operational plan for the department that reflects Council's strategies, activities and priorities in Council's Delivery Program, ensuring both documents are communicated and understood by staff.
8. Continually monitor, review and evaluate Children's Services budgets and performance against both Council's annual Operational Plan and Budget and sectional work plans, efficiently and effectively deliver identified activities, provide regular reports to the Director People and Community Services and General Manager as required and assist to address any emerging issues.
9. Effectively relieve in the role of Director People and Community Services as required including attendance at Council meetings and undertaking responsibilities under approved Delegations of Authority.
10. Participate in the preparation of the annual budget, and provide information and guidance to Council on budget preparation and allocation for each service, ensuring the Bogan Bush Mobile and Early Learning Centre budgets are well-managed through continual review and evaluation of performance against both Council's annual Operational Plan and Budget and Children's Services project plans and provide regular reports to the Manager People and Community Services and Council as required.

11. Demonstrate and role model personal integrity, ethical practices, self-organisation and personal accountability.
12. Develop and implement policies, procedures and standards where appropriate.
13. Ensure that a safe and healthy environment is maintained for everyone affected by the operations of Education and Community Services through appropriate risk management measures and the application of Council's Workplace Health and Safety Policy and the *Work Health and Safety Act, 2011*.

Children's Services

14. Take on all duties and responsibilities of the Nominated Supervisor and be the responsible person in charge of Children's Services and in absence ensure that another responsible person (as defined by the National law) is in charge of Children's Services.
15. Be the Educational Leader of Children's Services.
16. Work in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010*, *Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care* and the *Code of Ethics of the Early Childhood Australia*.
17. Implement Children's Services' philosophy in undertaking all other duties.
18. Oversee the coordination and management of administrative procedures, curriculum development, parent and community liaison and staff professional development and training.

Educational program and practice

19. Facilitate the successful implementation of the Early Years Learning Framework (EYLF).
20. Ensure the early childhood program meets the goals of the EYLF to help children develop:
 - A strong sense of their identity.
 - Connections with their world.
 - Strong sense of wellbeing.
 - Confidence and involvement in their learning.
 - Effective communication skills.
21. Implement inclusive practice and lead an environment which honours diversity.
22. Ensure documentation of children's learning is professionally presented and an authentic representation of children's growth and development.
23. Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs, emerging skills and interests of children, to create safe, supportive, stimulating and educational environments and to maintain ongoing records of the child's development and daily information.

Leadership and service management

24. Manage, with assistance from the Children's Services Officer the Early Learning Centre's compliance with the requirements of the Child Care Management System, for approval as a service which can receive Child Care Benefit on behalf of clients, Inclusion Support Subsidies, JETCCA, Subsidies, State Government funding/SCAN funding and any other government funding received.
25. Submit regular reports to the Director People and Community Services for inclusion in Council business papers on the operation of Children's Services, keeping Council informed of any issues or problems arising, which would affect the children, Children's Services' approvals, ratings or regulatory and legal compliance and implementing Council resolutions and attending Council meetings as required.
26. In conjunction with the Children's Services Officer:
 - Positively promote and market Children's Services including to governments and other agencies, and facilitate staff involvement in promotional activities.
 - Ensure effective enrolment procedures and bookings, closely monitoring utilisation rates and ensuring vacancies are addressed immediately.
 - Have a sound knowledge of child care benefit and an ability to report through the Child Care Management System.
27. Understand processes to access additional funding and/or subsidies.

Staffing arrangements

28. Ensure staff have a working knowledge of the *Regulations* and *National Quality Framework* and meet these guidelines in their work practices.
29. Lead the professional development program within Children's Services, participating in ongoing professional development and training programs and supervise and mentor staff through this process.
30. Demonstrate strong leadership skills in education and management, contributing positively and effectively to the team environment, promoting a healthy team environment and developing positive channels of communication to ensure smooth running Children's Services.
31. Ensure Trainees and students on work placement or work experience are positively welcomed, supported and effectively supervised.

Children's health and safety

32. Ensure children are adequately supervised at all times in a safe, supportive, stimulating and educational environment.
33. Ensure Council's Child Protection Policy is implemented and compliance as a mandated reporter:
 - Assist Council to comply with child protection in the workplace – responding to allegations of reportable conduct against employees.
 - Inform Council of all allegations or convictions of a child protection nature against an employee, of which you become aware.
 - Ensure the recruitment process includes compliance with the *Working with Children Check Guidelines*.

Physical Environment

34. Implement Council's Work Health and Safety policy in conjunction with the Work, Health and Safety Officer and Children's Services Officer to:
 - Ensure areas of responsibility comply with WHS legislation and injury management policies.
 - Provide a consultative process for communication of WHS information allowing employee input into WHS issues.
 - Investigate workplace hazards and ensure corrective actions are implemented.
 - Ensure staff are appropriately trained in WHS, standard safe work methods and risk assessments.
 - Ensure standard safe work method statements are reviewed annually.
 - Ensure workplace inspections are carried out as per policy and procedure.
 - Monitor contractor performance within Children's Services.
 - Report WHS achievements and activities as required and keep all necessary record keeping.

Collaborative partnerships with families and communities

35. Promote clear communication between the management team, staff and families through developing and maintaining positive relationships, sharing information with families relating to their child and the daily activities of Children's Services and create safe, supportive and informative environments for families, encouraging them to contribute to the community of the centre.
36. Build effective networks with early childhood practitioners within the local area and other relevant community organisations and government agencies.
37. Manage information which assists families to access resources within the local and wider community in conjunction with the Children's Services Officer.
38. Be an advocate for high quality services for children in our community and build social capital by promoting community participation in decision making.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY RESULT AREAS

1. Sound organisation leadership based on Council's values to develop, motivate and support employees and maintain a harmonious and effective team environment.
2. Sound management of resources, including appropriate allocation, value for money and sound planning.
3. Compliance with legislative and Council requirements.
4. Contribution to policy and strategic direction.
5. Positive representation and effective communication on behalf of Council.
6. Effective self-management, self-development and integrity.
7. Provision of timely and accurate advice, information, reports and submissions to Council.
8. Effective financial management and reporting.
9. Sound management and promotion of Risk Management and Workplace Health & Safety.
10. Provision of friendly, enthusiastic and inclusive environment for all children.
11. Continued and increased patronage of families to Children's Services.
12. Continued and increased patronage to the Library.
13. Continued and increased patronage to the Visitor Information Centre.
14. Positive feedback provided about Education and Community Services.
15. All applicable Council policies and procedures are adhered to.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

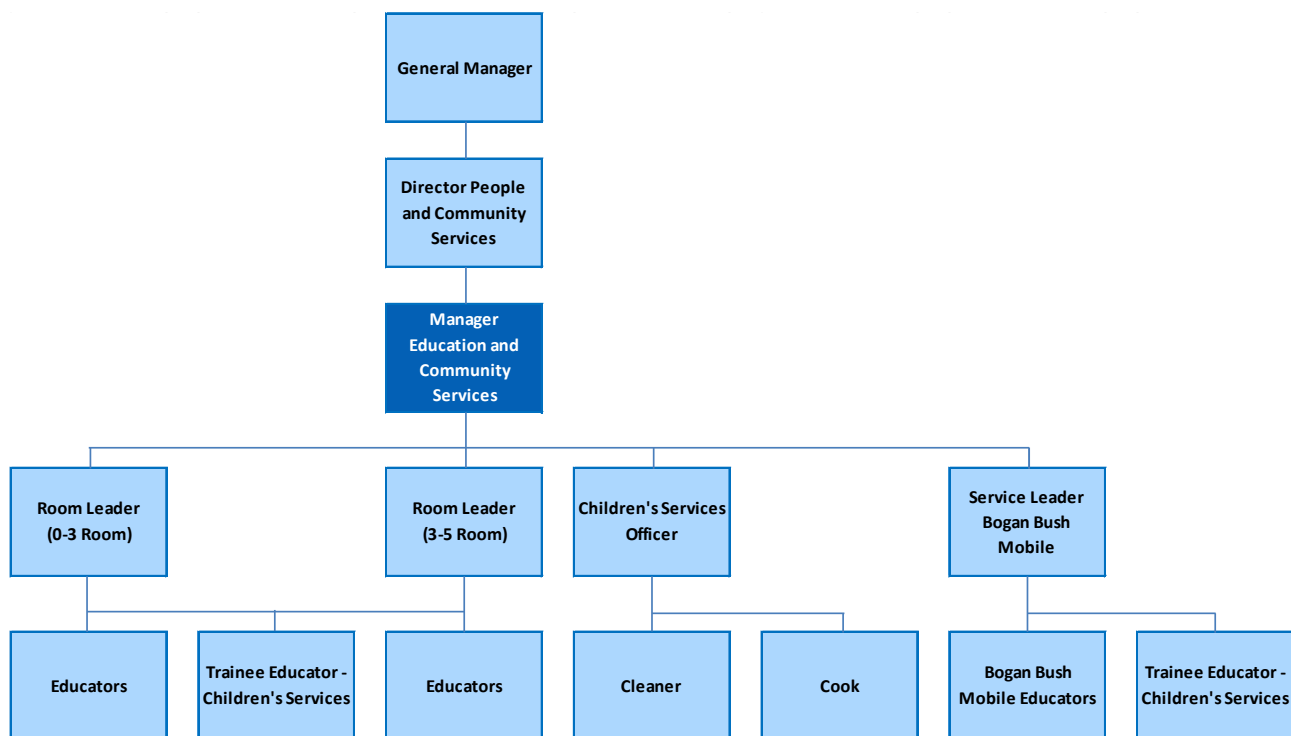
Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for permanent, full time work.
- Hours of work are Monday to Friday, 35 hours per week, between 8.00am and 4.30pm, with a 1 hour meal break and the occasional requirement to work other hours between 7.00am and 6.00pm depending on the Early Learning Centre's operational needs, with a 1 hour meal break.
- Four (4) weeks annual leave per year.
- Other leave entitlements in accordance with Local Government (State) Award provisions.
- Superannuation paid by Council in accordance with legislative requirements.
- Entitlements to paid sick leave and personal/carer's leave in accordance with the Local Government (State) Award provisions.
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.
- Employee to re-pay Council the cost of training, including enrolment and course materials if the employee resigns from Council or the employee's employment is terminated for any reason prior to the completion of the training.
- 100% paid study leave to attend all compulsory residential schools, lectures, seminars, examinations and any other occasions where attendance is mandatory and training is undertaken during ordinary working hours.
- Council will pay for all relevant training accommodation and meals expenses as per Council Policy for Council approved training, seminars, workshops and conferences.
- Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus/rail/airfare as per Council Policy for Council approved training, seminars, workshops and conferences.
- Provision of employee uniform as per Council's Employee Uniform and Clothing Policy.
- Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.
- Carry out work in a wide variety of environments – outdoors and indoors in all seasons – exposure to sun, heat, wind and dust as well as nappy changing.

→ Council provided sun safety work wear and Personal Protective Equipment (PPE) as per Council's Sun Protection, Clothing and Personal Protective Equipment Policy – wide brim hats and sunscreen.

→ **PRIVACY AND CONFIDENTIALITY (CHILDRENS SERVICES)**

In this role you will come in contact with information that is extremely sensitive and private in relation to childcare clients. The matter of client confidentiality is paramount.

The Early Learning Centre 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.

Breaches of this condition will be dealt with in accordance with the Local Government (State) Award.

→ **Working With Children Check**

This position requires the preferred applicant to sign a "Prohibited Employment Declaration" and have obtained or hold a valid "Working With Children Check" under child protection legislation.

KEY SELECTION CRITERIA

Essential:

1. Proven leadership skills including the ability to motivate, encourage and direct the efforts of others towards the achievement of goals and the completion of activities / projects in an environment which encourages performance excellence and a customer focus, and develops and maintains a team culture based on positive values.
2. Demonstrated high level knowledge of Early Education or Children's Services and early learning principles, teaching practices and standards, current thinking and associated legislation, policies and guidelines.
3. Proven management skills and a demonstrated high-level record of achievement in a Teaching, Children's Services or Educational context relating to the management of human and other resources to complete activities and achieve outcomes, including the ability to manage employees in accordance with sound human resource principles and to develop and maintain a team culture based on positive values.
4. Demonstrated high level interpersonal, oral and written communication, consultation, negotiation and advocacy skills with the demonstrated ability to develop and maintain relationships and effective partnerships with the community and at strategic and management levels.
5. Demonstrated high level organisational skills to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, including the ability to use these skills in a leadership position within the Education and Community Services team.
6. Proven high level independent analytic reasoning, research and problem solving skills and the ability to apply specialist knowledge and experience to complex issues and to develop potential options and recommendations for their resolution.
7. Demonstrated ability to form warm, responsive, supportive and partnering relationships with children, families and communities.
8. Tertiary qualifications at AQF Level 7 (Degree), in relevant field (Bachelor of Education (Early Childhood)) or equivalent or have enrolled and undertaken at least 50% of the units of study required to gain the qualification PLUS 2 years' relevant experience working at Director or Assistant Director level.
9. Have clearance to work with children, as verified through a current Working With Children Check.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.
11. Hold a current class C, P1 or P2 drivers licence.
12. Hold a current First Aid Certificate.

Desirable:

1. Tertiary qualifications in Leadership and Management or equivalent.