

# Early Years Facility & Contracts Advocate

<b>Directorate</b>	<b>Department</b>
Connected Communities	Early Years
<b>Position No</b>	<b>Enterprise Agreement Classification</b>
EYP042	Band 6
<b>Reports To:</b>	<b>Direct Reports</b>
Coordinator Early Years Partnerships	Nil

### What we trust you to deliver

With direction from the Coordinator Early Years Partnerships, the Early Years Facility and Contracts Advocate is responsible for overseeing and coordinating the use and maintenance of Council’s Early Years facilities and related contracts whilst ensuring compliance with contractual obligations, through effective engagement and partnership with both internal and external early years services.

### What you will need to thrive

- Demonstrated working knowledge of the relevant legislative context applicable to the delivery of early years services and the risk control issues in relation to early years facilities.
- Proven experience in project management and procurement or contract supervision/administration preferably in a Local Government Setting.
- Demonstrated ability in developing and maintaining positive and effective working relationships with a range of stakeholders.
- Demonstrated ability to assess and interpret stakeholder feedback and data to inform actions and anticipate stakeholders needs and potential issues.
- Demonstrated ability to work as an effective part of a team whilst being self-motivated, use initiative and be able to plan own work.
- Ability to prioritise and organise workload to meet deadlines and competing demands.
- Effective verbal and written communication skills.

### What success looks like

1. Establish and maintain effective relationships with early years service providers, vendors, contractors, and internal stakeholders.
2. Coordinate with facilities department, contractors, and service providers to ensure facilities are functional, safe, and compliant with health and safety regulations and are fully aware of any works taking place. This includes cyclical maintenance programs, minor & major capital works and annual reporting requirements.
3. Conduct regular inspections and audits of facilities to identify and address any issues or improvements needed.

4. Draft, assist with negotiations and manage contracts with vendors, service providers, and contractors to ensure favorable terms and compliance with organisational policies.
5. Develop, record and monitor licence and sub-licence arrangements in Early Years facilities in accordance with Council’s License and Leasing Policy, and maintain associated databases.
6. Support and develop Early Years volunteer committees and other facility user groups to operate in accordance with their governance requirements, with specific training and information on roles and responsibilities, governance, risk control and community development specific to early years.
7. Coordinate service requests and ensure timely completion of tasks and projects for both internal and external stakeholders.
8. Evaluate vendor performance and recommend changes or improvements as needed.
9. Issue and process all invoices associated with facility use to facility users.
10. Oversee scheduled building maintenance and garden maintenance in coordination with Council’s Facilities and Parks Department and Coordinator Early Years Partnerships.
11. Ensure effective communication is maintained with all stakeholders and stakeholders are informed ahead of time of any matters relating to their facility.
12. Actively participate in Council’s approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development.
13. This role may also be required to carry out other such duties as are within the limits of the employee’s skills competence and training.

### The expertise you bring (including qualifications and experience)

- Minimum of Certificate III in Procurement and Contract Management, or Business Administration, and/or previous experience in a similar position.
- Working knowledge and understanding of early years and family support services (including licensed services such as kindergarten and long day care).
- Experience in working with volunteer committees and facility users in community settings.
- Risk management experience, particularly in relation to risk controls and multiple use facilities in community settings.
- Experience in project management and associated budget management.
- Demonstrated capacity to consider actions and activities within a broader strategic context.

### Key competencies

Communicates effectively	Instils trust	Plans & aligns	Balances Stakeholders
Ensures accountability	Manages complexity	Customer Focus	Situational Adaptability

### OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.

- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

### Our Customer Promises

Our customer promises are our commitments to our customers.

- We care: we listen and take the time to understand you and what you need
- We’re helpful: we’re easy to deal with, professional and focused on clear, practical outcomes
- We’re fair: we work to meet your needs, while balancing our community obligations
- We’re knowledgeable: we’ll let you know what we can do to help and help you anticipate what else you might need
- We’re accountable: we’ll guide you through the next steps, always follow through and work with our colleagues to keep you informed of our progress

### Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> <li>• Early Years Department Leadership Team and staff</li> <li>• Facilities Team</li> <li>• Property and procurement Team</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Committees</li> <li>• Early Years Service Providers</li> <li>• Contract Providers</li> <li>• Relevant federal and state government departments</li> </ul>

### Accountability and extent of authority

- Freedom to act set by clear objectives and/or budgets, with a regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects
- All reporting and communication activities to follow the established processes and protocols of Council.
- Liaising with early years service providers, facility users, volunteer committees and other Departments within Council to resolve issues related to the management of facilities in accordance with Council and Early Years policies and procedures.
- This position reports to the Coordinator Early Years Partnerships and regular communication is an essential part of the established supervision and support structure.
- Formal input into policy development within the area of expertise and/or management.

### Judgement & Decision Making

- Work is usually specialised – with methods and procedures developed from theory or precedent
- Problem solving may involve application of these techniques to new situations
- Capacity to consider actions within a broader strategic context.
- Guidance and advice is usually available

### Specialist Skills and Knowledge

- Typically, proficiency in the application of a theoretical or scientific discipline
- Understanding of long term unit goals and policies of unit and wider organisation
- Develop, implement and monitor budgets, resources and operational plans for area of responsibility.
- A demonstrated understanding of committee protocols and processes.
- Demonstrated project and contract management skills.
- Well-developed experience and ability in research, analysis and problem solving.

- Well developed skills in writing with impact, accuracy and clarity for various audiences, including formal reports, submissions and presentations.
- A demonstrated understanding of risk and risk controls in relation to the management of early years facilities.
- A working knowledge of the relevant legislation applicable to the delivery of early years services and associated facilities.

### Management skills

- Strong skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Coordinate tenders, contracts and service agreements, as required.
- Influence others to uphold values through leading by example.

### Interpersonal Skills

- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Be able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other teams in their own organisation to resolve intra-organisational problems.
- Communicate clearly in an appropriate manner (including in writing, if required).
- Establish and maintain effective relationships with internal and external contacts, as required.
- Cultivate productive and collaborative relationships and partnerships to resolve specialist and/or intra organisational problems.
- Represent Knox City Council in a professional manner when dealing with the community (i.e. be courteous, responsive, reliable, listen carefully and present a professional image).
- Negotiate with diplomacy using logic, reason and strong interpersonal skills.
- Communicate clearly in an appropriate manner (including in writing, if required).

### Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council's [Prepare to Recruit](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

### Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	Working with Children Check
Reference Check	AU Entitlement to Work	
Qualification Verification	Current Victorian Drivers Licence	

### About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



### Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

### THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



### Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

### Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

### Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

### Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website [www.knox.vic.gov.au](http://www.knox.vic.gov.au) for more information about Knox City Council.