

Position Description

Title	Early Childhood Education Consultant (ECEC)
Position Location	Various
Reports To	Early Childhood Education Regional Manager (ECERM)
Direct Reports	None
Classification	Full-time, Permanent Hay Grade 16
<p>The Crèche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care centres located across Queensland. C&K acknowledges that each child and family have unique early education and care requirements and so we provide a range of different programs including childcare, kindergarten, limited hours and outside school hours' care.</p> <p>C&K reinvests our surplus to benefit children and educators across all C&K centres. We are committed to, and working hard to deliver on our vision, <i>of being Queensland's pre-eminent provider of early education and care</i> - while providing additional support and care to families and the wider community.</p> <p>C&K's purpose is <i>to nurture and inspire children to succeed in an ever-changing world</i>. The C&K team aims to ensure this is at the forefront of everything we do.</p> <p>Our values of <i>putting children first, respect, integrity and excellence</i> underpin the way that we work with our colleagues, partners, children, families and communities. These values guide us in building strong working relationships and help us to promote a working environment where our people are engaged, feel valued and are committed to C&K.</p>	
Purpose	<p>In line with C&K's vision, purpose, values and priorities, to effectively and efficiently support C&K's affiliate centres, enabling the delivery of high-quality early childhood education and financially sustainable operations.</p> <p>This includes effective support and advice on all functions and strategies, including education and practice, health, safety and wellbeing, operational improvement, and community engagement.</p>
Key accountabilities	<p>Financial</p> <ol style="list-style-type: none"> 1. Support the Volunteer Management Committee (VMC) with effective financial management at centre level including: <ol style="list-style-type: none"> a. effective rostering and resource allocation b. optimisation of utilisation and revenue c. labour cost management 2. Advise VMC on analysis of information and data relating to financial impacts on the centre and assist in reviewing recommendations, actions and priorities to improve financial sustainability 3. Advise on the effective management of initiatives to improve utilisation

	<p>Customer Service</p> <ol style="list-style-type: none"> 1. Act as the principle contact for each affiliate centre, their VMC and educators 2. Maintain a regular visitation program with each affiliate centre with appropriate levels of focus on the various matters 3. Support VMC and Directors in delivering exceptional customer service practices to drive continuous improvement and increased utilisation. 4. Support VMC and educators in advocating the centre's vision, purpose and values to develop positive community relationships. 5. Advise on and support reconciliation activities and improved relationships with community 6. Suggest and support strategies to enhance inclusion
	<p>Operations/Internal Processes</p> <ol style="list-style-type: none"> 1. Adhere to the 'Centre Visit Expectation' document in relation to the desktop review, visit records and activity tracker 2. Maintain all relevant details for each affiliate centre in CRM 3. Support each centre to reach best outcomes in the Assessment and Rating process. 4. Support VMC and the centre to meet compliance obligations. 5. Advise on effective complaint/incident management including resolution and escalation. 6. Support the VMC to collaborate with key stakeholders to monitor, evaluate, review and address operational performance. 7. Advise on strategies to maintain awareness of current trends and evidence-based approaches in centre operational management
	<p>Education and Practice</p> <ol style="list-style-type: none"> 1. Support the implementation of the Queensland Kindergarten Learning Guideline (QKLG) and/or the C&K approach (if applicable). 2. Advise on and connect the VMC and/or educators with specialist expertise regarding curriculum, education, practice, child health and wellbeing, inclusive practice and behaviour guidance.
	<p>Personal accountability</p> <ol style="list-style-type: none"> 1. Role model and promote C&K values at all times. 2. Consistently deliver against agreed goals and objectives 3. Apply business acumen and ensure commercial rigour and discipline in all decisions and relationships

<p>Key Selection Criteria</p>	<p>The information in this section outlines the key areas against which your suitability for the position will be assessed. Please consider the key selection criteria in the context of the key accountabilities as outlined above.</p> <ul style="list-style-type: none"> • Essential ACECQA approved Bachelor degree in Early Childhood Education and Care • Desirable qualification in management, business or a related field. • Demonstrated experience in high quality of customer service and developing and maintaining effective relationships/partnerships • Demonstrated experience in successfully driving improved performance and innovation in early childhood education centres • Demonstrated high level skills in the analysis of financial trends, data, systems and processes and in the provisions of sustainable solutions to management • Demonstrated experience managing, mentoring and supporting early childhood centres/programs to deliver high quality outcomes, • Demonstrated experience in building and leading a capable and engaged workforce. • Highly developed interpersonal skills and ability to facilitate cross team collaboration to achieve best practice outcomes. • Demonstrated resilience and professional conduct • Demonstrated commitment to professional learning and self-development. • Sound practical understanding of the National Quality Framework, legislative and regulatory requirements and associated compliance matters.
<p>Additional information</p> <p>The successful applicant will be required to:</p> <ul style="list-style-type: none"> • Travel, as necessary. • Hold and maintain a positive notice (Blue card) working with children check • Hold and maintain a current First Aid and CPR • Hold and maintain a current driver's license. <p>The information above is not intended to be an all-inclusive list of the responsibilities. It is intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	