

Position Description

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| **Title** | Advisor, Policy  |
| **Position Location** | C&K Central |
| **Reports To** | Manager, Quality and Regulation |
| **Direct Reports** | Nil |
| **Classification** | Part-time, Permanent  |
| The Crèche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 300 early childhood education and care centres across Queensland. C&K acknowledges that every 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.C&K reinvests surplus to benefit children and educators across all C&K centres and programs. C&K are committed to and working hard to deliver on our vision – *where every child flourishes* - while providing additional support and care to families and the wider community.Our values of - *we put children first, we respect each other, we work with integrity and strive for excellence in everything we do* - underpin the way that we work with children, families and our colleagues, partners 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.C&K is committed to being a child safe organisation.  |
| **Purpose** | This position coordinates the development and review of the C&K centre operations policy library. |
| **Key accountabilities**  | **Leadership*** Coordinate the development and review process of the C&K centre operations policy library in line with the C&K Policy Framework.
* Lead and coordinate the C&K Policy Reference Group.
* Actively seek C&K policy feedback and work collaboratively with relevant internal and external stakeholders.
* When required, assist other C&K departments with policy development and review.
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| **Knowledge*** Maintain and demonstrate a comprehensive understanding of C&K policies and procedures, *Education and Care Services National Law* and *Regulations*, the *National Quality Framework* and current early childhood education and care best practice, frameworks and guidelines.
* Apply practical understanding of early childhood education and care centre operations when developing and reviewing policies and procedures.
* Demonstrate a comprehensive understanding of best practice relating to policy development and review.
* When required, contribute knowledge and understanding of C&K policies and procedures to strategic projects and initiatives.
* Provide practical, prompt and accurate C&K policy information and advice.

**Business Development and Improvement*** Seek to improve C&K policies and procedures and reduce administrative burden of Centre Directors, teachers and educators.
* Develop resources to support centre compliance with C&K policies and procedures and *Education and Care Services National Law* and *Regulations.*

**Measurement and information** * Maintain accurate policy development and review records.
* Provide effective, clear and accurate oral and written information communication to support the implementation of C&K policies and procedures.
* Plan, develop and facilitate training to support understanding of and compliance with C&K policies and procedures.

**Personal accountability*** Model and promote C&K values throughout all aspects of this role.
* Demonstrate a commitment towards continuous improvement through ongoing critical reflection and respecting the feedback and critique of others.
* Exemplify personal drive and integrity; taking personal responsibility and demonstrate initiative to meet objectives and implement position responsibilities.
* Work collaboratively with relevant internal and external stakeholders to ensure C&K programs deliver quality outcomes for children, families and communities.
* Demonstrate resilience and professional conduct under pressure and scrutiny; showing a strong commitment to professional learning and self-development.
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| Key Selection Criteria | * ACECQA Approved Diploma early childhood qualification or higher. A bachelor’s degree preferred.
* Significant (minimum of 5 years) early childhood education and care sector experience. Leadership/management experience preferred.
* Highly skilled in Microsoft Word.
* Outstanding verbal and written communication including proven ability to develop and facilitate training.
* Highly organised and demonstrated attention to detail.
* Exceptional interpersonal skills including demonstrated ability to lead and facilitate collaborative discussion and reflection.
* Demonstrated understanding of early childhood education and care policies and procedures, *Education and Care Services National Law* and *Regulations*, the *National Quality Framework* and early childhood education and care best practice and recommended guidelines.
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| **Additional information**The successful applicant will be required to:* Undertake overnight travel, as necessary.
* Hold a positive notice (Blue card) working with children check and a current driver’s license.

This position description is not intended to be an all-inclusive list of the responsibilities of the job described; rather, they are intended only to describe the general nature of the job. |