

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. |
| **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. |
| 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. |
| **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. | |