

Careers that make a difference

Position Description



Position Title	Assistant Manager - Children's Centre
Unit / Team	Support, Therapy, Education and Prevention/ Children's Centre
Reports to	Children's Centre Manager
Award/Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services) (Multi Employer) Enterprise Agreement 2022 – 2026 and any Fair Work Commission approved replacement agreements.
Classification	Grade 3
Salary	\$82,854 (pro-rata) per annum, plus superannuation.
Hours	Ongoing. Full time or part time negotiable (minimum 64 hours a fortnight)
Location	This position is based in Lakes Entrance but may be required to work across sites.

Gippsland Lakes Complete Health is one of rural Victoria's largest community health organisations, employing over 500 staff and 300 volunteers to deliver health and support services across East Gippsland.

Our vision is for our people and communities to live well. We do this by responding to current and emerging needs - delivering innovative services, information and assistance and collaborating with other health providers for greater impact.

Our purpose is to improve the health and wellbeing of the people of East Gippsland by providing health and social care. We provide these services from seven locations and via outreach to nearby and remote communities. Services include medical, allied health, aged and disability support and in-home services, family support and counselling, early education and childcare, and specialist health services.

As a not-for-profit organisation built on strong values since 1975, our people are our greatest asset. We have created a positive and supportive workplace with solid leadership and a communicative approach and offer flexibility, a healthy work-life balance, professional development, and career advancement opportunities.

Equity, diversity, and inclusion are at the core of who we are. We welcome all people irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. For more information about us, visit glch.org.au.

Our Values

Our work is informed by our values. We are:

Compassionate

- We are caring and kind to people and the planet
- We work respectfully and with integrity
- We build trust through listening and understanding.

Inclusive

- We exist to support the health and wellbeing for everyone in our community
- We celebrate and value diversity
- We are ethical, honest, reliable and fair.

Courageous

- We are progressive and collaborative
- We are creative and resourceful
- We are not afraid to try new things for the benefit of our community.



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Unit Profile

Our Children's Centre is part of the Support, Therapy, Education and Prevention (STEP) Unit. We provide care and education to children from infancy through to thirteen years of age, in a safe, secure and stimulating environment including:

- Full time, part time and casual care
- Before and after school care
- 3 and 4 year old funded kindergarten
- Care for children with special needs
- Excursions and incursions

We pride ourselves on offering unique programs such as Coastal Kinder, the Stephanie Alexander Kitchen Garden Program, and early intervention speech, language and fine motor programs.

Position Summary

This position is responsible for supporting the Manager with the day-to-day operations of the Centre to ensure that the service provides high quality education and care.

You will provide leadership, support and guidance to staff and foster a positive, collaborative, and inclusive team environment.

Key Responsibilities

- Have a comprehensive knowledge of the following legislation and frameworks to support relationships with children and families, and the Centre:
 - National Law and National Regulations
 - Early Years Learning Framework (EYLF)
 - National Quality Framework (NQF)
 - Internal policies and procedures
- Oversee day-to-day operations and step up to cover the Manager role in their absence.
- Promote and lead a culture of excellence and quality early childhood education.
- Be a go-to resource and support for both the manager and the entire team.
- Lead an effective induction and orientation process for new families and children.
- Contribute to the development and maintenance of the Centre's policies and procedures.
- Support quality assurance requirements during the ACECQA Assessment and Ratings process.
- Ensure the Centre's facilities and resources are continually maintained and improved to create a welcoming environment for staff, children and their families.
- Ensure appropriate health and safety needs are met for all children, staff and visitors who attend the Centre.
- Develop and maintain respectful relationships with families, children and key stakeholders.
- Identify and undertake a range of quality improvement tasks in consultation with the manager.
- Work with the centre administration and manager to maximise service enrolments.



Human Resource Management

- Ensure new staff undertake a comprehensive induction into both the team and organisation.
- Prepare and maintain staff rosters to ensure the Centre is adequately staffed.
- Inform the manager of staffing requirements and work with the manager on recruitment and retention activities.
- Ensure staff timesheets, leave applications and other payroll information is accurate and submitted within agreed timeframes.
- Ensure probation reports and annual performance reviews are conducted in accordance with GLCH guidelines and timeframes.
- Identify and promote continuous professional development opportunities for staff within scope of role and budget.
- Ensure staff follow relevant policy and procedures.
- Delegate staff responsibilities appropriately.
- Provide regular supervision to required team members as per the Centre's supervision structure.

Other Responsibilities (All Staff)

1. **Our Values:** We require all employees to act in a way that aligns with our values.
2. **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles in all aspects of the role.
3. **Professional Development and Education:** Actively participate in relevant professional development and educational activities as required, including regular performance reviews.
4. **Workplace Health and Safety:** Carry out your duties in a manner that does not adversely affect your health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve health and safety.
5. **Diversity:** Recognise, value, and respect the diversity of our clients and staff and be inclusive of all community members. Promote accessibility and disability, Aboriginal reconciliation, and Rainbow Tick Accreditation.
6. **Teamwork:** Work proactively with all team members to support the organisation and its strategic aims.
7. **Compliance:** Adhere to all GLCH policies, procedures, and regulatory and legal requirements.

Position Requirements

Qualifications
<ul style="list-style-type: none">• Minimum Diploma of Early Childhood Education and Care or other relevant qualification or experience.
Essential Experience and Skills
<ul style="list-style-type: none">• Proven leadership and management experience in an early childhood setting.
Also required:
<ul style="list-style-type: none">• Excellent written and verbal communication skills.• Well-developed interpersonal skills and the ability to communicate effectively with people from diverse organisations and communities.



- Ability to work both independently and cooperatively in a team environment.
- Demonstrated organisational skills with the ability to plan, organise, set priorities and meet deadlines.
- Attention to detail.
- A positive attitude with a customer service focus and problem-solving mindset. Be flexible, adaptable, and resilient.
- Sound computer skills (particularly in the Microsoft Office Suite) and a willingness to learn and adapt to technology platforms relevant to the role.
- Willingness to adhere to all GLCH policies, procedures, and regulatory and legal requirements.

Mandatory Checks, Certificates and Licenses

Employment in this role is subject to the following:

1. Satisfactory completion of a Police Check and Working with Children Check (GLCH to cover fees).
2. Evidence of current Victorian drivers licence.
3. Evidence of qualification

Benefits of joining our team:

- 30% discount on childcare fees at the GLCH centre
- Salary packaging benefits are offered to part-time and full-time employees. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments), meal entertainment benefits up to \$2,650 yearly, remote area housing, and novated leasing.
- Options to purchase additional annual leave
- Employee Assistance Program (confidential counselling support and advice)
- Flexible working arrangements by negotiation
- Professional development support
- Free gym access (Lakes Entrance site)
- Corporate memberships for the local council-run gyms

Additional Information

1. We are an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply.
3. We are a child safe organisation and are committed to the safety, wellbeing, and inclusion of all children in accordance with the Child Safe Standards.
4. We are committed to aligning our practice, policies, and systems to the Multi-Agency Risk Assessment Management (MARAM) framework and recognising family violence as a health issue.
5. All ongoing part-time and full-time positions are subject to a 6 month probationary period.



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