



POSITION DESCRIPTION

POSITION TITLE:		Coordinator Gold and Keele St Children’s Centres			
POSITION NO:		702405	CLASSIFICATION:		Band 7
DIVISION:		Community Programs			
BRANCH:		Family and Children’s Services			
UNIT:		Children’s Services Unit			
REPORTS TO:		Program Leader Education and Care			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer. We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES:

To ensure that the Long Day Care and Kindergarten Services provided by City of Yarra are:

- Compliant with the Education and Care Act and Regulations; and meeting National Quality Standards.
- Delivering innovating education and care programs that meet the needs of our diverse community.
- Delivered within council budget.

To lead the Long Day Care and Kindergarten services in:

- Delivering the objectives of the 0-25 Plan.
- Engaging in a cycle of continuous improvement.
- Building a positive team culture in line with the City of Yarra Values.
- Promoting inclusion of children and families.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is an emphasis on customer service and continuous improvement.

The City of Yarra has a long and highly respected history in the provision and support of Family Youth and Children's Services. Yarra is an inner city municipality with an extremely diverse and sometimes polarised community. Community expectations and needs in regard to planning for Family Youth and Children's Services are varied and often complex relating to, economic, social and political and community considerations.

As a member of the Children's Services Unit, the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Branch/Unit and with colleagues in other branches and divisions

The Family Youth and Children's Services Branch forms part of the Community Programs Division that contributes directly to the achievement of organisational goals. The incumbent is expected to provide leadership within the Children's Services Unit and develop sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Team Leader – Children's Services Operations – Early Years
Position Supervises:	Children's Centre staff Relief and Agency staff
Internal Relationships:	The incumbent liaises with management and staff at all levels within the organisation including other team leaders within the unit; Service Planning and Development, Youth and Middle Years, Family Services and Connie Benn Hub units; and Customer and Business Support
External Relationships:	The incumbent is required to maintain a professional relationship with a range of Federal, State, Regional and Local Government agencies; private sector bodies, external service providers, residents and ratepayers.

KEY RESPONSIBILITY AREAS AND DUTIES

In consultation with the Team Leader – Children's Services Operations – Early Years, coordinate and oversee the delivery of high quality education and care.

STAFF MANAGEMENT AND SUPPORT

- Ensure the provision of high quality early education that meets National Regulations and Laws, Commonwealth funding guidelines, and council policies.
- Rostering staff in accordance with legislated ratios and budgets ensuring that the conditions of the City of Yarra Enterprise Agreement are met.
- Ensure that policies and procedures regarding human resources, payroll, industrial relations and organisational development are followed.
- To facilitate a team culture that is line with the City of Yarra Values including respect, innovation, sustainability, teamwork, integrity and innovation.
- Maintain up to date Professional Development Reviews for all centre staff and ensure any performance issues are addressed, monitored and reported in an appropriate time frame. This includes supporting mentorship and reflective practice for all educators including the casual pool and agency educators.
- Ensure the Occupational Health and Safety of the staff; and that any mandatory trainings such as child safe, emergency management and first aid training are maintained, recorded and updated as necessary.
- Participate in the retention and recruitment of a reflective and innovative team.
- Support the placement of tertiary students in the service and facilitate assessment and supervision under the guidance of appropriate staff models.

CHILDREN'S PROGRAM

- Participate in planning and implementing actions to support the 0 to 25 Council Plan.
- Work in collaboration with the 2IC/Educational Leader to maintain an up-to-date Quality Improvement Plan that is actively implemented.
- Work in collaboration with the 2IC/Educational Leader to ensure that a complete program planning cycle is in place at all times, and that the learning and development of all children attending the services is monitored and recorded.
- Work in collaboration with the team to provide innovative programs that are responsive to the needs of children and families and are guided by the implementation of an approved learning framework.
- Lead the implementation of quality learning environments that are developmentally appropriate, aesthetically considered and supported with sustainable resources.

FAMILIES AND COMMUNITY

- Liaise with Customer and Business Support Unit to maximise utilisation and support parents through the orientation process.
- Support families to understand education and care policies and procedures including the commonwealth Child Care Subsidy and the City of Yarra Children's Services Fee Policy.
- To ensure that family centred practice underpins the interactions and support of all families by all educators in the centre. This includes supporting families with complex or specific needs by referring to appropriate agencies.
- To actively participate in the broader community including engaging in transition programs.
- To communicate through a variety of approved media to families and the community.

FINANCE AND ADMINISTRATION

- Manage the service budgets and financial reporting requirements.
- Provide accurate monthly financial statistical reports together with an explanation of any variance and how this will be rectified, within the monthly reporting format to the Team Leader – Children's Services Operations – Early Years
- Meet agreed utilisation targets and actively contribute to the centre's financial sustainability plan
- Administer accurate invoices/fees in accordance with established policies and procedures and attend to any parent enquiries in a proactive and confidential manner.
- Attend meetings as required and/or stipulated by the Team Leader – Children's Services Operations – Early Years, Coordinator Children's Services and management.
- Carry out other duties within skills, competence and training as directed.
- Engage in approved marketing for the centres.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Coordinator Gold and Keele St Children's Centres is directly accountable to the Team Leader – Children's Services Operations – Early Years for the planning and program delivery, compliance with all relevant statutory responsibilities, people and resource management and financial management of the Gold Street and Keele Street Child Care Services.

Extent of Authority

The incumbent has the autonomy to act on all day-to-day matters for projects / service delivery relating to the position objectives, including direction of staff and authorisation of expenditure within budget parameters. The incumbent is required on an ongoing basis to liaise with and report to the Team Leader – Children's Services Operations – Early Years regarding decisions that will have a major impact on outcomes the service and/or which may be a deviation from agreed plans

Safety & Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.
 - Teamwork
 - Integrity
 - Respect
 - Accountability
 - Innovation

JUDGEMENT AND DECISION MAKING

Coordinator Gold and Keele St Children's Centres is required to make a range of complex operational decisions. The Coordinator Gold and Keele St Children's Centres must have the ability to actively problem solve and draw on experience and expertise in children's services provision to make an appropriate and sensitive response. More complex matters should be brought to the attention of the Team Leader – Children's Services Operations – Early Years

SPECIALIST SKILLS AND KNOWLEDGE

- Strategic, conceptual, analytical and problem solving skills;
- High level of knowledge of the children's services sector and a clear understanding of the broader issues affecting it.
- Experience in the provision of effective management of a children's service;
- Sound skills in staff leadership, supervision and support staff in all areas.
- Strong communication and negotiation skills
- Knowledge and understanding of the developmental needs of young children.
- Working understanding of the National Law and Regulations.
- Sound business and administration skills including the ability to prepare and draft council documentation.
- Basic knowledge of personnel practices, including ability to assist in staff selection.
- Knowledge and understanding of Occupational Health and Safety issues.
- Ability to manage and organise time and workload.
- Demonstrated capacity to undertake the role of Nominated Supervisor of the Children's Service.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands.
- The ability to motivate, coach and mentor centre and service coordinators and Early Childhood Teachers to ensure they are providing programs that are based on current and best practice.
- Lead the team in the development of innovative and creative high quality programs encouraging community and family engagement
- Well-developed financial management skills.

INTERPERSONAL SKILLS

- Highly developed written and oral communication skills.
- Well-developed leadership, people management and motivational skills.
- Ability to lead and motivate staff to achieve organisational objectives.
- Ability to gain the co-operation and assistance from a range of people within and external to the organisation.
- Evidence of leadership and motivational abilities in a complex, fast changing, competitive environment.
- Well-developed problem solving skills.
- Skills in negotiation consultation and networking.
- Ability to work effectively as part of a team.

QUALIFICATION AND EXPERIENCE

Extensive experience in the management of approved education and care services for children and:

- Mandatory Degree or Diploma of Teaching or equivalent qualifications in Early Childhood Education.
- Experience in planning, development and provision of a range of an Education and Care Services.
- Experience in leading and managing people and projects.
- A demonstrated high level of customer service.
- Experience with budget and relevant financial procedures.
- Knowledge of local / state / federal government processes and policy platforms
- Current driver's licence.
- First Aid, Anaphylaxis and Asthma Certificate

KEY SELECTION CRITERIA

1. Proven track record in the effective and supportive management of staff
2. Proven track record in the high quality delivery of Education and Care services. Previous experience in a local government environment is desirable.
3. An excellent understanding of current pedagogy and practice in early childhood education.

4. Ability to communicate and collaborate effectively with management, staff, families and children.
5. A strong understanding and commitment to providing family and integrated service delivery through collaborative practice
6. Leadership experience including the ability to purposefully lead change, using a strength based model to support the change process
7. Demonstrated resilience and persistence in challenging situations while maintaining focus and direction