

Manager – Child and Family Learning Centres

STATEMENT OF DUTIES		MAY 2024
Number	978666	
Portfolio	Early Years and Schools	
Branch	Child and Family Learning Centres	
Section	N/A	
Sub-Section/Unit/School	N/A	
Supervisor	Director Early Years Partnerships	
Award/Agreement	Tasmanian State Service Award	
Classification	General Stream Band 8	
Employment Conditions	Fixed-term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Intrastate travel is a requirement of this role.	
Location	State-wide	
Check Type	N/A	
Check Frequency	N/A	

Primary Purpose

Lead the development, implementation and quality improvement of the operational management, systems and processes of the Child and Family Learning Centres (CFLC) state-wide, by building the knowledge and expertise of CFLC Leaders to lead and manage their Centres and teams to provide quality early years practice aligned to the Department’s strategic plan, policies and procedures.

Level of Responsibility/Direction and Supervision

Responsible for the consistent implementation and monitoring of the CFLC Quality Improvement Framework by delivering high quality support, coaching, advice and direction to CFLC leaders.

Required to work in collaboration with the Child and Family Learning Centre’s Network Leader to develop best practice approaches.

The occupant receives broad policy direction from the Director Early Years Partnerships but is required to exercise extensive personal judgement and initiative.

The Department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.
- The safety and wellbeing of all children and young people is paramount and if the occupant believes or suspects, on reasonable grounds, that a child is suffering, has suffered or is likely to suffer sexual abuse, immediate contact is made with the Strong Families, Safe Kids Advice and Referral Line (ARL) and if the suspected abuse was committed by an employee also notify Workplace Relations.

Primary Duties

1. Lead and implement strategies which sustain a culture of continuous improvement and high performance through building the capacity of CFLC Centre Leader's and effectively implementing the Department's strategic plan and system direction into the CFLC context.
2. In collaboration with the CFLC Network Leaders, utilise best practice principles, contemporary data and leadership frameworks to plan and implement the CFLC Quality Improvement Framework.
3. Undertake the development and monitoring of performance development plans, providing employee feedback, mentoring and coaching to develop the skills and capabilities required of a high performing values-based team.
4. Provide CFLC Centre Leaders and assigned staff with high-level advice, guidance and support in relation to policy implementation, operational functions, resource allocation and ongoing statewide centre improvements.
5. Work collaboratively and innovatively with key stakeholders and Departmental business units to implement high-quality consistent practices in CFLCs across the state in order to strengthen partnerships with school services and improve outcomes for children, families and their communities.
6. Work with the CFLC Network Leaders to provide effective communications, operational and systems alignment over the CFLC network, and assist Centre Leaders through the provision of relevant and timely feedback and advice to the Centre Network Leader and Director Early Years Partnerships as required.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Outstanding leadership skills and the ability to apply contemporary management practices, together with a demonstrated capacity to implement strategies in line with departmental frameworks, policies and procedures.
2. High-level experience in a field of early years' service delivery, with extensive knowledge of related research and evidenced based practice as well as the ability to demonstrate a clear understanding of the educational, developmental and health needs of young children, and a strong commitment to an integrated service delivery model.
3. Demonstrated skills in data analysis, change management, and adaptive and strategic leadership to differentiate support for individual CFLCs, leaders and teams.
4. Demonstrated high-level communication and interpersonal skills with the ability to communicate with influence, negotiate persuasively, resolve complex issues and develop effective partnerships to impact quality improvement for individual and CFLC Network outcomes.
5. High-level of initiative, flexibility and creative skills to lead the development of innovative solutions to achieve improved outcomes, together with the capacity to show courage to question existing approaches and suggest alternatives.
6. High-level commitment to professional self-development and the capacity to develop others to sustain a culture of continuous improvement across the CFLC Network.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times by the occupant who is assigned these duties. The status of these essential requirements may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Department if their circumstances change. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- A current driver's licence.

Desirable

- An appropriate tertiary qualification, such as a qualification in Early Childhood Education, Education and Care, Adult Education, Health Care, Community Development, or a related discipline.

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures.** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.

- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 960250 – Director Human Resources

Request:

Date Duties and Selection Criteria Last Reviewed: 05/24 SW
