

# Position Description



<b>Title</b>	Program Support Officer
<b>Business Unit</b>	KIS Program, Early Learning
<b>Location</b>	Negotiable ( Metro Melbourne)
<b>Employment type</b>	Ongoing Full Time
<b>Reports to</b>	KIS Program Managers

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold.

## Position Purpose:

The Kindergarten Inclusion Support (KIS) supports the access and participation of four year old and three year children with a disability and high support needs into inclusive Kindergarten programs. The KIS program provides assistance to ensure that children participate fully in all aspects of the Kindergarten program.

This position is to support the KIS Program Managers in the administration of the KIS program. To liaise with internal departmental areas within Uniting, Additional Assistants and external stakeholders to ensure our program is concurring within the Department of Education and Training Guidelines.

Approved by: (position [see delegations of authority policy])	Page 1 of 4	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

## Position description

### Kindergarten Inclusion Support Administration

#### Scope

**Budget:**

NIL

**People:**

NIL

#### Relationships

**Internal:**

- KIS Senior Manager
- KIS Program Managers
- KIS Project and Placement Officers
- KIS Admin Officers
- Additional Assistants
- Uniting Internal departmental areas

**External**

- Early childhood professionals
- Other professionals
- Members of the public

#### Key responsibility areas

Briefly outline the primary responsibilities of this position in bullet points, (keep it brief but ensure you list all key areas of responsibility) - group under headings in order of importance – see examples below:

**Program Administration**

- Carry out routine administrative duties including filing, correspondence in and out; photocopying; printing and binding.
- Assist with the maintenance of file registers and centralised filing systems, as required.
- Draft correspondence, minutes and reports as required. Develop and maintain office systems necessary for effective, efficient and accountable administration.

**Program Support**

- Provide administrative support to the program including preparing applications for the Regional Advisory Group meetings; preparing and sending official communication and outcomes to services.
  - Establish and maintain required computer based spreadsheets.
  - Maintain program data and statistics and produce relevant, accurate and timely reports
  - Liaise with Early Learning Program managers/Coordinators to collate and record Additional Assistant time sheets to be forwarded to payroll for processing and payment.
  - Assist with the registration, set up and wind up of site events, forums and meetings as required, including catering arrangements.
- General administrative support with recruitment of new staff and continued communication and support to existing staff.

### People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### Performance indicators

- Ability to meet deadlines in core tasks that may impact of the KIS program meeting funding obligations for the Department of Education.
- Establish and maintain required computer based spreadsheets.
- Ensure accuracy within the role when sending information and maintaining program records.
- Ability to meet deadlines in core tasks that may impact of the KIS program meeting funding obligations for the Department of Education and Training.
- Demonstrate ability to work under direction but also with a high degree of autonomy.
- Well developed interpersonal skills.
- High level written and oral communication skills.
- Awareness of the importance of team work and ability to work collaboratively.
- Ability to prepare reports and maintain records.
- High level of competence in program administration and development.

# Position description

## Kindergarten Inclusion Support Administration



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### Person specification

#### Qualifications

- Diploma in Business Administration or equivalent qualifications or experience.

#### Experience

- Experience in office environment desired.

#### Core selection criteria

- Ability to demonstrate and authentically promote Uniting's values.
  - Well-developed interpersonal, oral and written communication skills.
  - Good negotiation skills.
  - Ability to work well both autonomously and as part of a team.
  - Experience working within an organisation undergoing growth and change.
  - High level of competence in program administration and system development.
  - High level of computer literacy, ability to prepare reports and maintain records.
  - Well-developed computer skills in Word, excel and KIMS data entry system.
  - Demonstrated capacity to relate to a range of stakeholders including Kindergarten staff and Early Learning professionals.
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### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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### Acknowledgement

**I have read, understood and accepted the above Position Description**

	Employee	Manager
Name:		
Signature:		
Date:		