

## Centre Coordinator/Nominated Supervisor

<b>Team</b>	<b>Library &amp; Community Services</b>
<b>Division / Section</b>	City Services & Assets
<b>Location</b>	Victoria Ave Children's Centre
<b>Classification/Grade/Band</b>	<b>Grade 11</b>
<b>Position Code</b>	<b>CB0039</b>
<b>Date position description approved</b>	July 2020

### Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

### Primary purpose of the position

- To manage (administer and develop) the Centre within Local, State and Federal government guidelines/policies to ensure child care needs are being adequately met.
- To develop and maintain strategies, policies and plans necessary for the effective operation of the centre, oversee their implementation and review on an annual basis.
- To ensure that quality child care is provided at all times and that the Centre is given a high profile within the community.
- To support a team of educators and other staff to reach their full potential in their roles.

### Key accountabilities

#### Technical/Operational

- In accordance with the National Quality Standards, the Centre Coordinator/Nominated Supervisor is responsible for the Educational Program as follows:
  - Ensure that curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
  - Ensure that each child's current knowledge, ideas, culture, abilities and interests are the foundation of the program.
  - Develop a program in partnership with the Centre's Educational Leader that provides opportunities for each child's learning.
  - Ensure the documentation about each child's program and progress is readily available to families.
  - Ensure every child is supported to participate in the program.

- Ensure that each child's learning and development is assessed as part of an ongoing cycle of planning, documenting and evaluating.
  - Respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning.
  - Critically reflect on children's learning and development and use these reflections to plan the program.
- Ensure compliance with Education and Care Services Regulations, Education and Care Services National Law Act 2011, National Quality Framework and all relevant legislation, policies and procedures.
  - Undertake the role of Nominated Supervisor
  - Adhere to Council's Code of Conduct, EEO and anti discrimination policies.
  - Operate the Centre in line with Council's and the community precinct's broader strategic direction.
  - Source and maintain Centre resources.
  - Develop, review and ensure consistent implementation of policies and procedures.
  - Undertake daily administrative tasks.
  - Review operations and processes on an ongoing basis and implement changes as required.
  - Ensure that all functions of the Centre are maintained at a high standard.
  - Advocate for relevant child care issues.
  - Provide input to projects and development relating to children services within the community.

### **Management & Leadership**

- Develop respectful and equitable relationships with each child enrolled at the Centre.
- Lead and motivate a committed and enthusiastic team and support staff to achieve the Centre's aims and goals.
- Consistently demonstrate leadership skills through the development of competency within the Centre team.
- Ensure that conflicts and grievances are managed effectively within the Centre.
- Provide mentoring and guidance to Centre staff.
- Represent the Centre at meetings, networks, forums and training.
- Interpret and implement EEO principles and practices.
- Implementation of Council's Code of Conduct and associated policies.
- Implementation of council Child Safe Organisation policies and practices
- Ensure compliance with Regulatory requirements including the rostering of staff to meet staff to child ratios.
- Recruitment and selection of staff.
- Source and implement professional development opportunities for staff in partnership with the Co-ordinator at other City of Canada Bay Children's Services
- Monitor, review and guide staff performance.
- If located at Victoria Avenue Children's Centre, you will also be required to establish and maintain effective partnerships within the community precinct

## **Financial**

- Effectively plan and manage the Centre's budget to ensure a high-quality child-care service.

## **Communication, Consultation & Engagement**

- Develop and evaluate processes to ensure effective communication with Centre staff, families and within Council.
- Ensure compliance with internal communication channels within Council.
- Demonstrate a high standard of written and verbal communication.
- Inform staff of changes, improvement and processes that effect the operation of the Centre.
- Plan and implement Centre meetings for staff and families.
- Work in partnership with other organisations within the community school precinct to facilitate opportunities for collaborative programs, projects and service delivery

## **General**

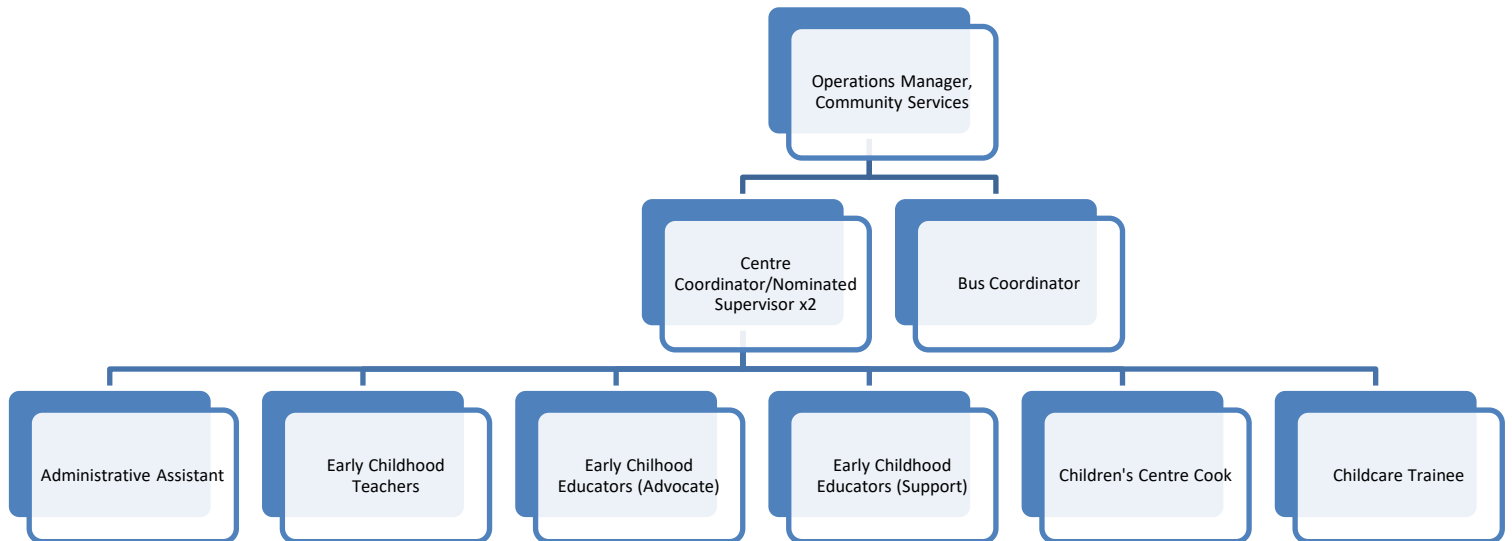
- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
- Carry out additional tasks within your skills set as assigned by your Supervisor.

## **Child Safe Obligations**

The City of Canada Bay is a Child Safe Community that recognises and advocates for the rights of children and young people. Our policies and procedures aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm. Comply with child safe practices outlined in *Child and Young Person Protection Policy*.

## Position/Department Structure

This position reports to the Operations Manager, Community Services.



## Essential Knowledge, Skills and Experience (Essential Criteria)

- Bachelor of Teaching (Early Childhood Education), Bachelor of Education (Early Childhood Education) or Diploma of Children's Services.
- Extensive experience working with children 0-5 years.
- Experience in a leadership role, staff management and development.
- Experience developing, monitoring and reviewing a budget.
- Experience in the leadership and guidance of a Centre's educational program and children's individual assessments of learning.
- Demonstrated ability to work in partnership with community organisations and government agencies
- Knowledge, understanding and experience in the implementation of all current legislations, regulations and requirements governing early childhood education and care.
- Completion of relevant first aid, anaphylaxis and asthma management training, and child protection course – Identify and Respond to Children and Young People at Risk of Harm (CHCCHILD401A).
- NESA accredited teacher in the categories of either; Graduate, Proficient, Highly accomplished and Lead. (if an Early Childhood Teacher)
- Well-developed written, verbal communication skills and computer literacy.
- Understanding of W&HS and EEO and Child Safe principles and practices in the workplace.
- Working with Children's Check
- Current 'C' Class drivers licence.

## Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Experience working in local government

## Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director

# SCHEDULE OF OPERATIONAL RESPONSIBILITIES

## 1. Work, Health & Safety Responsibilities

### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### 1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

### **1.3. Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

## 2. Workplace Behaviour Standards and Expectations

### 2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

### 2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

## 3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.



## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

Value	Value Statements
<b>We act with integrity</b>	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
<b>We empower our people</b>	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
<b>We are respectful</b>	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
<b>We work together</b>	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
<b>We innovate</b>	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.

# 9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Initialed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director