

# Team Leader St Arnaud Early Learning Centre



## Position description

October 2020



Northern Grampians Shire Council  
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## Position description

<b>Position title</b>	Team Leader St Arnaud Early Learning Centre
<b>Classification</b>	Band 5
<b>Department</b>	Early Years
<b>Directorate</b>	Communities
<b>Staff Establishment</b>	CMEY02

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively whether they are working in the office or out in the community.

## Position objectives

This position is responsible for the daily human resource, administrative and legislative compliance of the St Arnaud Early Learning Centre and assists with development of early childhood education and care programs.

## Key responsibility areas

- Ensure Council's Service Standards are met, customers requests are handled efficiently in a knowledgeable, confidential and timely manner ensuring delivery is responsive, first point issue resolution and customer centric
- Support the Head of Early Years manage and monitor the Centre budget to ensure appropriate and effective use of financial resources
- Assist in the management of the St Arnaud Early Learning Centre to provide supervision , support, mentoring and professional development to the team
- Ensure that the staff/student ratio for all programs is maintained with suitably qualified and experienced educators/assistants within the established budget
- Provide effective leadership of the Children's Services team in the planning, implementation and evaluation of an innovative and inclusive program informed by the ACECQU National Quality Standards, Victorian Early Years Learning Frameworks and relevant legislation
- As the ELC Nominated Supervisor, implement, maintain and evaluate existing and new procedures, systems and processes and ensure compliance with all National Quality Framework requirements
- Ensure the provision of service to children who may be vulnerable, at risk or with complex needs, engaging with external agencies, where appropriate
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training

## Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

## Organisational relationship

Reports to	Head of Early Years
Manages	Early Childhood Educators, administration employees, students, volunteers
External relationships	Families of the service, potential clients, other organisations, general public, government departments
Internal relationships	Maternal & Child health nurses,, supported playgroup facilitator, other Council employees.

## Accountability and extent of authority

This position is accountable for:

- ensuring a consistently high standard of service to families, residents, service users and external stakeholders
- monitoring and implementing improvements to service provision in accordance with budget constraints, legislation, compliance and regulations
- assuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner
- maintaining accurate and up to date records

This position has the authority to:

- provide advice and information to employees and the wider community regarding children's services programs
- undertake delegated authority in accordance with Council policy
- freedom to act is governed by clear objectives and/or budgets with regular reporting to the Head of Early Years

## Judgement and decision making

- Use initiative and exercise judgement within the area of professional expertise and in accordance with the approved work plan, policies and procedures
- Make recommendations for future planning and development
- Ability to assess, develop and improve processes based on experience
- New situations and or complex issues may occasionally be presented that will require the incumbent to apply a degree of creativity, originality and common sense
- Ability to adapt to changing work requirements, and work under pressure
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Guidance and advice would be available from the Head of Early Years

## Specialist skills and knowledge

- Working knowledge of the delivery of Children's Service programs and its underlying principles.
- Working knowledge of the initiatives under the National Quality Frameworks and all relevant legislation.
- Ability to understand and respond to relevant legislative requirements and frameworks and policy.

## Management skills

- Skills that include the ability to work in a collaborative way with a team and across networks.
- Highly developed organisational and administrative skills as well as excellent time management skills including the ability to identify workload priorities and meet deadlines.
- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources
- Understanding of budget impact on service delivery including the rostering of staff and approval of overtime.

- Ability to manage employees and to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and employee development programs.
- Proficiency in word processing, data entry and service management software.

### **Interpersonal skills**

- Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders.
- Demonstrated ability to work as a team member and have a flexible approach to duties
- Capacity to develop networks with relevant external organisations
- Demonstrated ability to provide efficient customer service in a courteous, professional and consistent manner
- Demonstrated ability to maintain confidentiality

### **Qualifications and experience**

- Tertiary qualification in the area of Education, Children's Services or social science fields.
- Experience, knowledge and ability in planning, developing and implementing services and programs.
- Experience in planning, implementing and evaluating children's developmental programs
- Demonstrated organisational skills and the ability deliver programs with competing priorities
- Demonstrated experience in process improvement.

### **Selection criteria**

1. Relevant qualifications or experience as outlined above
2. Experience, knowledge and ability in planning, developing and implementing services and programs.
3. Demonstrated ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders.
4. Highly developed organisational and administrative skills as well as excellent time management skills including the ability to identify workload priorities and meet deadlines.

### **Conditions of employment**

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 - 2018* and Northern Grampians Shire Council policies and procedures.

**Tenure** - Permanent Part time

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

**Driving licence** - The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check. Position subject to a current national police check to be updated every three years and assessed as suitable to work with children.

**Competency requirements** - This position will be required to maintain the following competencies:

- Level 2 First Aid & CPR

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

## Document review

Date Approved/reviewed

October 2020

Prepared by

Manager People and Culture

Approved by

Chief Executive Officer

## Employee Signature

[acceptance\_status]

[acceptance\_date]

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[candidate\_name]