



# Position Description

## Assistant Coordinator Children's Centre

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

<b>POSITION TITLE:</b>	<b>Assistant Coordinator Children's Centre</b>
<b>AWARD CLASSIFICATION:</b>	Band 6
<b>DEPARTMENT:</b>	Family Youth and Children
<b>DIVISION:</b>	Community and Economic Development
<b>DATE APPROVED:</b>	March 2024
<b>APPROVED BY</b>	Executive Manager, Family Youth & Children

### **ORGANISATIONAL RELATIONSHIPS:**

<b>REPORTS TO:</b>	Children's Centre Coordinator
<b>SUPERVISES:</b>	Early Childhood Educators, childcare staff, centre cook, casual / relieving staff, students and volunteers
<b>INTERNAL LIAISONS:</b>	Service Users – families and children, students, volunteers, parent advisory groups and other CoPP staff.
<b>EXTERNAL LIAISONS:</b>	Community, range of family and children's services / professionals, other early childhood care and education centres, contractors, state and federal government bodies.



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### POSITION OBJECTIVES

- To actively support the Centre Coordinator to ensure the efficient, effective functioning of the centre which meets the requirements of the regulatory and funding bodies, and is responsive to sector reforms
- To actively lead the implementation of the quality agenda by supporting, coaching and mentoring Early Childhood Educators in the development of high quality learning programs in Early Childhood Services
- To work within the philosophy and principles of integrated service delivery.
- To Adhere to Child Safe Standards at all times.

### KEY RESPONSIBILITY AND DUTIES

#### In conjunction with the Centre Coordinator

- In collaboration with the Centre Coordinator, be accountable for the daily operations of the centre and in the absence of the Children's Centre Coordinator.
- Participate with the Centre Coordinator in the management of the centre's budget
- Ensure that the service is delivered within stated aims and objectives and meets agreed performance indicators.
- Ensure that the service's operations, childcare staff practices, buildings and equipment all comply with relevant regulatory, legislation, professional standards and Council policy.
- Maintain records and statistical information to meet accountability requirements of Council, State and Federal Governments including the Education and Care Services National Law (2010) and Educational and Care Services National Regulations (2011)
- Ensure that the confidential information about families, children and staff at the Centre is respected
- Ensure families have the necessary information and support to access Council's central waiting list system
- Liaise with and support families, and members of the community, assisting them in their understanding of the philosophy and program of the Centre and wider early childhood issues such as child development, behaviour management and health matters
- Ensure that supplies of daily consumables and equipment are maintained
- In order to facilitate multi-skilling with the position, the person will be required to perform such other duties as directed by the Children's Centre Coordinator and/or Business Operations Team Leader and Children's Services Coordinator.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Consult with and report regularly to the Centre Coordinator to ensure the achievements of the service objectives and organisational policies, guidelines and procedures are maintained
- Demonstrated commitment to continuous improvement.



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### **JUDGMENT AND DECISION MAKING**

- Prioritise own work to ensure the Children's Centre and organisational objectives are met in a timely manner
- Liaise with the Centre Coordinator and other Early Childhood Leaders to develop an integrated approach to the delivery of unified children's programs

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Understand the requirements of the Education and Care Services National Law and Educational and Care Services National Regulations
- Comprehensive understanding and commitment to the ECA Code of Ethics
- Knowledge of services, resources and agencies available to provide/assist with the ability to liaise with other Early Childhood and community agencies
- Understanding of the needs and issues relating to young children and their families.
- Demonstrated high level computer skills and systems

### **MANAGEMENT SKILLS**

- Ability to set priorities, manage time and available resources to achieve goals and set timelines
- Ability to demonstrate and model excellent practice in working in partnership with children, families and colleagues
- Demonstrated skills in managing staff and having challenging conversations within the workplace

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

### **INTERPERSONAL SKILLS**

- Ability to gain co-operation from educators to ensure the provision of quality children's programs which reflect the principles of integrated service delivery



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- Effective communicator with highly developed written and verbal communication skills
- Highly developed negotiation and advocacy skills
- Ability to manage conflict and deal with highly sensitive matters whilst maintaining a professional manner at all times.

### QUALIFICATIONS AND EXPERIENCE

- Diploma in Children's Services (or equivalent to Diploma in Children's Services in accordance with the Educational and Care Services National Regulations or above Diploma level)
- Current First Aid Certificate (004)
- Satisfactory Police and Working with Children checks
- Extensive experience in Centre Based Childcare
- Demonstrated management experience as an Assistant Coordinator/Team Leader would be an advantage
- Knowledge of National Regulations, National Quality Framework, Victorian Early Years Learning and Development, Early Years Learning Framework and Quality Standards.

### Important pre-employment requirements

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of qualifications
- Evidence of current first aid certificate, current CPR certificate and working with children's check
- Sufficient proof of right to work in Australia, and proof of identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Employee type Working with Children Check
- And be required to undertake a pre-employment medical check (at the cost of the council)

### KEY SELECTION CRITERIA

- **KSC1** Tell us about your understanding of National Quality Standards, the Curriculum Frameworks, and Quality Improvement Plans and how they influence your practice
- **KSC2** Tell us about your ability to develop relationships with families that support and values families' expertise, beliefs and allows for families to be involved with and contribute to decision making about their child.



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- **KSC3** Tell us about your knowledge and capacity to identify potential risk issues relating to the delivery of an early years' service in a community setting, including legal responsibilities.
- **KSC4** Tell us about how you have a high level written and verbal communication skills and high level interpersonal skills including the capacity to establish and maintain collaborative relationships with other employees and the broader community to focus on children's learning, wellbeing and engagement.
- **KSC5** Tell us how your behaviours and attitudes are consistent with City of Port Phillip values, including a commitment and capacity to actively contribute to and manage professional relationships.
- **KSC6** Tell us about your experience and knowledge in the delivery of a quality early years program together with implementation of continuous improvement principles, experience in administration systems, financial management and budget processes.