



Position Description 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.

POSITION TITLE:	Coordinator Children's Centre
AWARD CLASSIFICATION:	Band 7
DEPARTMENT:	Family, Youth & Children
DIVISION:	Community and Economic Development
DATE APPROVED:	March 2024
APPROVED BY	Executive Manager, Family Youth & Children

ORGANISATIONAL RELATIONSHIPS:

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



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POSITION OBJECTIVES

- In accordance with City of Port Phillip guidelines, coordinate the provision of a high quality Children's Centre offering care and education in ways that are responsive to the changing needs of children 0 - 6 years and their families.
- 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

KEY RESPONSIBILITY AND DUTIES

Coordination and Administration

- Manage the day to day operation of the Centre.
- 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
- Allocate childcare places from the Children's Services Waiting List, in line with Commonwealth Government Priority of Access Guidelines and Council policy and ensure maximum utilisation rates are maintained
- 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
- Be responsible for the promotion and marketing of the service to the community
- Provide professional support to other members of Family Youth and Children's Services and have a willingness to share knowledge, skills and expertise
- Actively participate in Family, Youth and Children's Services team meetings, relevant networks and forums as required by Council
- Ensure that supplies of daily consumables and equipment are maintained
- Meet with the Children's Services Coordinator at least once a month to report on all aspects of the centre



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- 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 Services Coordinator and/or Manager of Family, Youth and Children

Staff Management

- In conjunction with the Coordinator Children's Services, be responsible for the selection, recruitment and orientation of new staff, volunteer workers, students and casual/relief staff within budget.
- Provide leadership and motivate staff in order to achieve service goals and objectives.
- Supervise and support all centre staff in carrying out their roles, and facilitate the development of the team through regular staff meetings, effective communication and staff involvement in decision making where appropriate.
- Resolve staff conflict and concerns should these arise and act as the first point of contact should disputes arise between staff.
- Monitor and evaluate staff performance on an ongoing basis and complete annual reviews in accordance with Council's staff appraisal system.
- Encourage staff development by identifying staff training needs, sharing information, planning appropriate training and maximising professional development opportunities. Encourage and support multi skilling.
- Maintain up to date position descriptions and current corresponding industrial classifications.
- Ensure staff, volunteers, students and contractors work within the equal opportunity and health and safety requirements of Council and legislative requirements.

Service Plan and Development

- Liaise with other professionals within the City of Port Phillip and the wider community.
- In line with Commonwealth Government Guidelines facilitate the inclusion of children and families with additional needs and diverse backgrounds within the service, ensuring professional support agencies and personnel are utilised when appropriate.
- In conjunction with the Children's Services Coordinator, be responsible for the preparation of reports and submissions to Council, State and Federal Government.
- Evaluate the effectiveness of the service and modify accordingly to recognise the outcome of the evaluations, and based on current, innovative early childhood care and education research and practice.
- Participate with other Children's Services staff in the development, implementation and evaluation of strategic plans.
- Provide regular updated information on the centre, its programs, innovations, local needs and trends to the Children's Services Coordinator.



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Provision of a Quality Childcare Service

- Ensure that the program offered by staff is of a professional standard, meets the individual needs of the families using the service, and is based on current, innovative early childhood care and education research and practice; in accordance with the National Quality Framework; the Education and Care Services National Law (2010) and Educational and Care Services National Regulations (2011)
- Monitor the provision of a developmentally appropriate, anti-bias educational program that is inclusive of children with additional needs and diverse backgrounds.
- Maintain, in collaboration with other staff members, an attractive and welcoming centre.

Finance

- In conjunction with the Children's Services Coordinator, develop the annual budget for the centre
- Ensure that the service is delivered within budget and report to the Children's Services Coordinator possible improvements in cost effectiveness
- Be responsible for all centre expenditure in accordance with Council guidelines, and manage the centre's petty cash float
- Administer and monitor an accurate, up to date accounting records system. Pay all invoices and relevant operational expenditure as required
- Prepare monthly financial / accountability reports of the Centre
- Provide advice to the community on changes to scale of fees for the service
- Ensure the timely collection of fees from service users by providing accounts on a regular basis
- Implement new policies as required by Council, State and Federal funding bodies

Asset Management

- Regularly review and report all maintenance works to be carried out by Council's internal service providers.
- Maintain the Centre's asset register.

Primary Contact Hours

- Ad hoc primary contact hours may be required as the need arises

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The effective and efficient operation of the Centre within Council / funding body guidelines, policies and budget
- The safety and wellbeing of each child enrolled in the service through the provision of a developmentally appropriate and culturally sensitive, inclusive program
- In conjunction with Management, provide advice to Council on the development of childcare policy and service planning in the City of Port Phillip



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- Supervise and direct all centre staff, employ relief staff within budget limits. Approve staff annual leave
- Sign routine correspondence and approve expenditure from centre's operating budget to a limit of \$2000 and capital expenditure to \$500

JUDGMENT AND DECISION MAKING

- Respond quickly and effectively to emergency and safety issues in the centre
- Meet requirements of the Education and Care Services National Law (2010) and Educational and Care Services National Regulations (2011)
- Formulate recommendations regarding policies and centre operation

SPECIALIST SKILLS AND KNOWLEDGE

- Extensive knowledge of child development and current, innovative early childhood care and education research and practice
- Sound knowledge of relevant regulations and authorities governing the operation of centre based childcare
- Sound knowledge and understanding of the Quality Improvement & Accreditation System
- Family assessment skills
- Strong negotiation, counselling and conflict resolution skills
- Thorough understanding of Council's Human Resources policies and practices, including Respect for Others, Equal Employment Opportunities and Occupational Health & Safety

MANAGEMENT SKILLS

- Ability to supervise and support childcare and auxiliary staff and students
- Ability to manage time and prioritise work
- Ability to provide a user focussed service within budget guidelines
- Ability to prepare reports for Council and funding bodies
- Ability to manage the centre's budget

OCCUPATIONAL HEALTH & SAFETY

- Understand and comply with, the Council OH&S Policy, procedures and legislative requirements relevant to the position.
- Take responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.
- Communicate with employee health and safety representatives and supervisors about OH&S matters.



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- Proactively report any unsafe workplace practices and/or hazards and suggest injury prevention measures.
- Participate in regular training programs to improve awareness of risk management and health and safety within the workplace.
- Perform work in a safe and appropriate manner at all times.

INTERPERSONAL SKILLS

- A high standard of written and oral communication skills
- The ability to lead staff and provide an environment that will motivate and foster mutual respect
- An understanding of consultation processes and a commitment to parent / community, children participation in decision-making and service development
- The ability to liaise confidentially with internal and external service users, professionals and community groups

QUALIFICATIONS AND EXPERIENCE

- Minimum 2 year qualification in accordance with the National Quality Framework
- Extensive experience in Centre Based Childcare
- Demonstrated management experience

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.
- And be required to undertake a pre-employment medical check (at the cost of the council)
- Employee type Working with Children Check

KEY SELECTION CRITERIA

- Demonstrated commitment to displaying the organisations values and behaviours
- Demonstrated experience and knowledge in the delivery of a quality early years



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program together with implementation of continuous improvement principles

- Proven skills and experience in supporting, mentoring and coordinating early years services to deliver high quality service delivery
- Demonstrated experience in administration systems, strong financial management and budget processes
- Highly developed interpersonal and communication skills with the ability to liaise and communicate with all levels of management, educators and community
- Demonstrated knowledge and capacity to identify potential risk issues relating to the delivery of an early years' service in a community setting, including legal responsibilities.
- Demonstrated understanding and commitment to integrated service delivery
- I.T knowledge and well-developed skills in relation to Microsoft Office programs, with demonstrated capacity to quickly understand and efficiently operate programs and systems (Word/Excel/Outlook/Windows at an intermediate/advanced level)