



Position Details

Position title:	Coordinator Early Years Partnerships
Award Classification:	Band 8
Department:	Family Youth & Children
Division:	Community Wellbeing
Date Approved:	July 2026
Approved By:	Manager Family Youth & Children

Organisational Relationships:

Reports To:	Manager Family Youth & Children
Supervises:	Waitlist Registration Officer, FYC Development Officer Multicultural Storytime, FYC Partnerships & Projects Officer, FYC Development Officer, Administration Support Officer.
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Provide strategic leadership to shape the accessibility, quality and sustainability of community-managed early years services across the municipality.
- Establish and oversee system-level frameworks, partnerships and governance arrangements that optimise service access, performance and long-term viability.
- Lead early years planning, policy and infrastructure coordination to inform service development, investment priorities and long-term municipal outcomes.

Key Responsibilities and Duties

- Design and oversee governance frameworks, partnership models and system settings for service agreements, funding allocation and centralised enrolment to ensure transparency, accountability and system efficiency.
- Lead early years needs analysis, population planning and policy advice to inform service system design, investment prioritisation and long-term infrastructure planning.
- Provide strategic stewardship of the early years service system, including advising on service gaps, market capacity and long-term sustainability.
- Provide client-side strategic representation for early years infrastructure planning and capital works programs, ensuring alignment with community need, growth projections and service system priorities.
- Lead, manage and enable a multidisciplinary team. Contribute to departmental leadership, cross-organisational initiatives and continuous improvement in collaboration with the Manager and key stakeholders.

Accountability and Extent of Authority

- Accountable for system-level early years outcomes, including development of policy options, strategic frameworks and governance models impacting municipal service delivery
- Responsible for the effective management of human, financial and contractual resources within approved budgets and strategic directions
- Operates with a high degree of autonomy within broad organisational objectives, policies and legislative and funding frameworks, with decisions subject to periodic review.
- Exercises delegated authority over system design, partnership governance and funding frameworks, with decisions having a substantial effect on municipal service access, quality and sustainability
- Provides authoritative advice relied upon by senior management to inform policy, strategy and long-term planning decisions

Judgement and Decision Making

- Exercises significant judgement in policy development, service system design and long-term planning, where issues are complex and not always well defined.
- Identifies, analyses and evaluates a broad and often undefined range of strategic options to address emerging community needs, service gaps and infrastructure requirements
- Decisions have a substantial impact on resource allocation, service system performance and community outcomes, where guidance is not always available and judgement is required to determine appropriate courses of action

Specialist Skills and Knowledge

- Extensive knowledge of early years systems, including policy frameworks, funding models and regulatory requirements
- Strong understanding of strategic planning, policy development and the broader legislative, social and economic context affecting local government services
- Demonstrated expertise in service system design, partnership governance, contract management and population needs analysis, applied to the development of solutions to complex and emerging service challenges
- Sound financial and commercial acumen, including management of complex funding arrangements, budgeting and resource allocation
- Understanding of infrastructure planning processes and client-side responsibilities in capital works delivery.

Management Skills

- Advanced ability to lead and manage multidisciplinary teams of qualified and experienced staff and coordinate complex work programs to achieve strategic outcomes
- Demonstrated capability to lead through influence, manage complexity and deliver outcomes across organisational and sector boundaries

Interpersonal Skills

- Highly developed communication, negotiation and influencing skills to negotiate, persuade and build effective partnerships with government, community and sector stakeholders to achieve strategic outcomes
- Highly developed written and verbal communication skills to prepare and present strategic reports, policy advice and business cases that inform, influence and support negotiation and decision-making by senior stakeholders

Qualifications and Experience

- Relevant tertiary qualification in early childhood, planning, public policy, community development or a related discipline, with postgraduate or management qualifications or equivalent advanced expertise
- Extensive and diverse experience in early years systems, planning, policy and partnership leadership within a complex organisational environment

Mandatory Requirements

- Current Working with Children Check (Employee)
- National Police Check

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

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

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.



- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Demonstrated experience in leading early years planning, policy, partnerships or service system design within a complex environment.
- Proven ability to develop and implement strategic frameworks, policy and long-term planning initiatives.
- Strong understanding of early years regulatory, funding and governance frameworks.
- Demonstrated leadership capability in managing multidisciplinary teams and complex stakeholder environments.
- Experience in infrastructure planning and/or client-side oversight of capital works projects.
- Strong analytical, financial and resource management capability.

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.