



Position Details

Position title:	Early Years Participation Officer
Award Classification:	Band 6
Department:	Family, Youth and Children
Division:	Community Wellbeing
Date Approved:	May 2026
Approved By:	Manager, Family Youth and Children

Organisational Relationships:

Reports To:	Coordinator Family Services
Supervises:	Early Years Outreach Officer; Student Placements (as required)
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Families, Early Childhood Education and Care Services (ECEC), government and community service organisations, primary schools and early years' service providers.

Position Objectives

- Improve access to and sustained participation in Early Childhood Education and Care Services for children aged 0–5 years experiencing vulnerability.
- Strengthen collaboration across Council, early years services and the broader service system to reduce barriers and improve outcomes for children and families.
- Lead the financial, governance and accountability management of the Early Education Grant in line with Council policies and funding guidelines.

Key Responsibilities and Duties

- Provide high-quality family support, advice and pathway navigation to support enrolment, transition and retention in Early Childhood Education and Care Services.



- Provide professional supervision, guidance and reflective practice support to the Early Years Outreach Officer.
- Build and maintain collaborative relationships to strengthen integrated service delivery and coordinated responses.
- Develop and administer the Early Education Grant including eligibility assessment, financial oversight, compliance and reporting.
- Strengthen collaboration across Council, early years services and the broader service system to reduce barriers and improve outcomes for children and families.
- Lead the financial, governance and accountability management of the Early Education Grant in line with Council policies and funding guidelines.

Accountability and Extent of Authority

- Operates with a high level of autonomy and initiative within established policies, procedures, and professional practice frameworks, under the direction of the Coordinator Family Services.
- Accountable for the governance and financial management of the Early Education Grant within approved budgets, delegations, and guidelines, including accurate record-keeping and contribution to reporting and acquittal processes.
- Accountable for the day-to-day supervision, workload oversight, and professional support of the Early Years Outreach Officer, contributing to practice quality, performance development, and service outcomes.
- Maintains appropriate inter-agency liaison and collaborative relationships relevant to service delivery and integrated practice.

Judgement and Decision Making

- Exercises sound professional judgement in delivering high quality support services to families while maintaining confidentiality, privacy, and ethical practice.
- Makes decisions relating to service delivery, eligibility, prioritisation, and grant administration within established guidelines, escalating complex or high-risk matters to the Coordinator Family Services as required.
- Applies professional judgement in supervising staff practice, prioritising work, and managing competing demands consistent with service objectives and available resources.
- Accurately assesses risk to children and families and responds appropriately in line with legislative obligations and organisational policies.

Specialist Skills and Knowledge

- Relevant tertiary qualifications and significant experience working with children and families experiencing vulnerability, with demonstrated knowledge of the early childhood education and care sector.



- Strong understanding of relevant legislation, including the Children, Youth and Families Act 2005, Child Wellbeing and Safety Act 2005, Family Violence Protection Act 2008, and Privacy and Freedom of Information legislation.
- Demonstrated knowledge of grant administration, financial accountability, and governance frameworks within a local government or community services context.
- Demonstrated capability in providing supervision, coaching, and guidance to staff working with vulnerable children and families.
- Sound understanding of Council policies, including the Children's Services Policy, Child Safe Policy, and Family Youth and Children Collaborative Practice Framework.

Management Skills

- High level ability to manage own workload, time, and priorities effectively while balancing direct service, supervisory, and program responsibilities.
- Ability to supervise and support staff through reflective practice, workload planning, and professional development within a community services environment.
- Ability to manage program funding responsibilities, including monitoring expenditure, ensuring compliance, and contributing to financial and program reporting.
- Demonstrated capability in contributing to service planning, evaluation, reflective practice, and continuous improvement.

Interpersonal Skills

- Highly developed interpersonal and communication skills, with the ability to build rapport and maintain trusting relationships with children, families, and professionals from diverse backgrounds.
- Strong advocacy, negotiation, and problem-solving skills, including the ability to manage sensitive and complex situations.
- Demonstrated capacity to work collaboratively within multidisciplinary teams and across service systems.
- Advanced written communication skills, including record keeping, reporting, and data analysis

Qualifications and Experience

- Mandatory: A degree in Social Work or another qualification suitable for practice in the child and family services sector.
- Significant experience working with children and families experiencing vulnerability, including experience in community service delivery.
- Demonstrated experience or sound knowledge of the Early Childhood Education and Care sector.



Mandatory Requirements

- National Police Check (and International Police Check if applicable).

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 and International Police Check if applicable, 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

- Holds a degree qualification in Social Work or equivalent.
- Demonstrated experience working with children and families experiencing vulnerability, including trauma informed and child safe practice.
- Demonstrated knowledge of the early childhood education and care sector and the barriers families face accessing early years supports.
- Proven ability to build and maintain collaborative partnerships across family service systems.
- Demonstrated experience in staff supervision, practice leadership, and workforce capability development.
- Demonstrated experience in financial and program administration, including governance.
- Strong organisational, analytical, and written communication skills, including reporting and evaluation.

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.