



Position Details

Position title:	Head of Early Years Services
Award Classification:	SEO
Department:	Families, Youth and Children
Division:	Community Wellbeing
Date Approved:	December 2025
Approved By:	Manager Family Youth and Children

Organisational Relationships:

Reports To:	Manager Family Youth and Children
Supervises:	Children's Services Business Operations Team Leader, Children's Services Pedagogy Team Leader, Centre Coordinators
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 across Council's early years education and care services, which operate in a complex and layered operational, regulatory and legislative context.
- Ensure high-quality, compliant, and community-focused delivery within legislative, operational, and financial frameworks.
- Lead a program of significant service improvement and cultural change, strengthening alignment between Council's early years services and changing legislation, regulation, sector developments, and community needs.
- Lead and develop a multidisciplinary workforce, fostering a culture of collaboration, accountability, and continuous improvement across multiple service sites.

Key Responsibilities and Duties

- Ensure that high quality and compliant early years' education and care services are provided to benefit the community.
- Lead an ongoing program of significant service improvement and cultural change, ensuring that identified improvements are implemented.
- Lead alignment between the service and current changes to legislation and regulation to ensure a strong culture of child safety and meeting compliance requirements.
- Ensure operational systems, processes, policies, procedures and guidelines support a high standard of service provision.
- Achieve a high level of financial performance for the Family and Children's Centres within set parameters.
- Lead, manage, develop and support staff to deliver a high standard of early years' education and care services.
- Manage relationships to achieve a high degree of alignment and connection between services and their Council, industry, and community context.
- Improve the market-awareness of Council's education and care services, develop and implement strategies to achieve better alignment with desired market position.

Accountability and Extent of Authority

- Accountable for the financial performance of the Family and Children's Centres, within set parameters.
- Responsible for the purchase of goods or services, and / or entry into contracts for the provision of goods or services at the level 4 delegation / authority.
- Ensure a high standard of early years' education and care services is provided to benefit the community.
- Achieve a high level of compliance with applicable legislation, regulation, standards and policies, in an environment of significant complexity and change.
- Lead and manage a broad and diverse workforce in a complex industrial context under broad direction from the Manager as necessary.
- Manage relationships to achieve a high degree of alignment between the Family and Children's Centres and their Council, industry, and community context.

Judgement and Decision Making

- Make decisions regarding operations, staffing, and compliance, where methods, processes, and procedures may be less well-defined.
- Identify, analyse, and document options to resolve problems or realise opportunities, including in situations which are complex, novel, and / or political.
- Apply methods, procedures, and processes to new situations.
- Provide guidance about the risks and benefits of proposed course/s of action.

Specialist Skills and Knowledge

- Significant skills and knowledge of theories, legislation, policies, frameworks, and standards in early years education and care and/or other domains as relevant.
- Significant skills and knowledge in the management of early years services across multiple sites and professional disciplines.
- Analytical and investigative skills to solve problems and realise opportunities.
- Comprehensive knowledge of Council's values and aspirations.
- Sound understanding of the legal and political context in which Council operates.
- Advanced budgeting and financial management skills.

Management Skills

- High-level people leadership and management skills, to supervise large numbers of employees, who may have tertiary qualifications and / or extensive experience.
- High-level skills in time management, planning, prioritising, and organising to achieve goals and objectives.
- Ability to establish systems to monitor compliance with legislation, policies, procedures, and guidelines.

Interpersonal Skills

- Ability to lead, motivate and develop staff, Educational Leaders, and Coordinators and create conditions that facilitate high levels of motivation and engagement.
- Ability to negotiate, influence and gain cooperation and assistance from clients, internal and external stakeholders, colleagues, and members of the public.
- High-level verbal and written communication skills.
- Ability to approach challenging conversations and situations with confidence and compassion.

Qualifications and Experience

- Bachelor of Education (Early Childhood) with significant relevant experience.

Mandatory Requirements

- Victorian Driver Licence.

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

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

- Outstanding people leadership, management, and development skills.
- Comprehensive knowledge of early year's education and care industry policies, regulations, and legislation.
- High-level ability to develop, interpret, and coordinate the implementation of policy.
- Ability to develop and maintain operational systems and processes to ensure compliance.
- Highly developed strategic thinking and problem-solving skills, with an ability to undertake complex work with a high degree of autonomy.
- Advanced communication, relationship management and negotiation skills.



- Ability to quickly develop and maintain positive working relationships with a broad range of stakeholders.

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.