

Director Level 3

60-89 Licensed Place child care Centre

- 1. Position Title**
 - 1.1. Director Level 3

- 2. Award /Agreement**
 - 2.1. The position is covered by the Magill Campus and Community Children's Centre Enterprise Agreement 2016 [2016 FWCA 3564]

- 3. Special conditions**
 - 3.1. Attendance at out of hours meetings, training and service functions
 - 3.2. Satisfactory Offender History Report
 - 3.3. Attendance at Governing Council monthly meetings

- 4. Experience, qualifications and training**
 - 4.1. Relevant qualifications in accordance with the Education and Care Services National Law (2010) and the Education and Care Services Regulations (2011)
 - 4.2. Current Senior First Aid certificate
 - 4.3. Current Mandated Notification training certificate
 - 4.4. Appropriate skills knowledge and training in Food Safety & Hygiene as required under the Food Safety Legislation (2001)
 - 4.5. Understanding of Work Health & Safety laws and regulations including compliance, incident notification and mandatory obligations
 - 4.6. Understanding of best practice Human Resources Management
 - 4.7. Understanding of the general principles of good corporate governance including reporting to Governing Councils
 - 4.8. Relevant experience as a Director of a Child Care Centre

- 5. Position Objectives**
 - 5.1. Ensure the leadership, management and delivery of quality programs based on the needs of the families using the service
 - 5.2. Ensure good corporate governance and best practice human resources principles are implemented
 - 5.3. Ensure effective, transparent and consistent communication with the Governing Council

- 5.4. Ensure that the service's philosophy, policies and procedures are implemented and continually updated and improved
- 5.5. Ensure that confidentiality and privacy is respected and maintained
- 5.6. Ensure appropriate investigation of any employee' complaints regarding workplace concerns
- 5.7. Ensure all relevant workplace laws are complied with and implemented
- 5.8. Effective and appropriate liaison and consultation with Union officials
- 5.9. Supervise the provision of quality care that meets the individual and group needs of children
- 5.10. Ensure that accountable day to day operational, financial, human resource and marketing management of the Centre is carried out
- 5.11. Facilitate the successful implementation of the Quality Improvement and Accreditation System
- 5.12. Liaise with Regulators professionally and appropriately
- 5.13. Develop continual learning practices to increase own professional knowledge and keep up to date with current developments in the Early Childhood field

6. Requirements of the Job

Key Areas – Skills

- 6.1. Demonstrate highly developed oral communication skills
- 6.2. Lead by example, demonstrate professional and ethical behaviour at all times
- 6.3. Demonstrate a high standard of literacy and written communication skills
- 6.4. Demonstrate effective computer use and recording systems
- 6.5. Demonstrate effective leadership, interpersonal and supervisory skills
- 6.6. Oversee the development, implementation and on-going evaluation of a curriculum that reflects the Centre's philosophy and current, reputable research on child development and health
- 6.7. Work within the requirements of all relevant laws to ensure service provision is equitable.
- 6.8. Provide professional development opportunities for staff
- 6.9. Provide mentoring, support and encouragement for staff
- 6.10. Oversee and direct staff teams, volunteers, trainees and students on placement
- 6.11. Demonstrate effective communication with parents and service providers of the Centre
- 6.12. Ability to liaise effectively with a range of relevant statutory and government authorities and organisations

- 6.13. Ability to interpret financial reports prepared by administrative officer / auditor and prepare reports to Governing Council as required
- 6.14. Ability to develop and work within budgets and be accountable
- 6.15. Ability to deal calmly and effectively with a number of urgent matters and prioritise accordingly

Key Areas – Knowledge

- 6.16. Extensive knowledge of current child care practices and legal requirements
- 6.17. Extensive knowledge of child development
- 6.18. Extensive knowledge of child health including nutritional requirements, infectious disease and Infection control
- 6.19. Comprehensive knowledge of links to a wide range of health services and health professionals
- 6.20. Extensive knowledge of QIAS and related support for staff
- 6.21. Sound knowledge of Licensing Regulations, NQS and the EYLF
- 6.22. Sound knowledge of the administrative functions of the organisation and be prepared to demonstrate continuous improvement
- 6.23. Sound knowledge of reporting requirements and procedures relating to a child care Centre
- 6.24. Sound knowledge of the principles of adult learning and human resources best practices
- 6.25. Sound knowledge of the policies, procedures and philosophy of the service
- 6.26. Sound knowledge of financial management including budget development and review of expenditure against budget, utilization and staffing levels.

7. Responsibilities and duties

- 7.1. Work within the service's policies, procedures and philosophy and identify areas for continuous improvement
- 7.2. Liaise with and project manage contractors providing services to the Centre
- 7.3. Develop and maintain information systems
- 7.4. Undertake service reviews and evaluations
- 7.5. Plan and co-ordinate change in consultation with Governing Council, staff and families
- 7.6. Plan and monitor staff development and training programs
- 7.7. Initiate service policy/procedure review and develop new policies in consultation with the Governing Council, staff and families.
- 7.8. Ensure the service is meeting the needs of families by seeking regular feedback.
- 7.9. Report to and work with Governing Council at all times.

8. Work Health and Safety

- 8.1. The Director position is responsible for ensuring that the Centre complies with all relevant work health and safety requirements and laws
- 8.2. Ensure that risk assessments are conducted and regular work place inspections take place to ensure effective elimination of hazards
- 8.3. Train and ensure staff are aware of reporting obligations, site preservation in the event of an incident and that there is an ongoing continuous improvement plan in place for work health and safety management
- 8.4. Take all reasonably practicable steps to ensure own health and safety and that actions to do adversely affecting the health and safety of any other person
- 8.5. Liaise with Governing Council to obtain approvals where necessary to remedy hazards identified
- 8.6. Ensure staff are trained each year on work health and safety obligations
- 8.7. Ensure work practices are consistently within Commonwealth and State
Legislation and organisational policies and procedures are implemented

9. Administration

- 9.1. Ensure the effective, transparent day to day administrative operation of the Centre service
- 9.2. Ensure effective enrolment procedures and bookings and that they comply with legislative requirements
- 9.3. Closely monitor utilisation rates and ensure vacancies are addressed immediately – actively market vacant spaces
- 9.4. Ensure that adequate accounts and records are maintained
- 9.5. Prepare reports and attend meetings and Governing Council meetings as directed.
- 9.6. Formulate, implement and monitor the Centre's budget in consultation with the Governing Council
- 9.7. Prepare submissions for Governing Council to approve in relation to funding
- 9.8. Be aware of and develop skills pertaining to the administrative functions within the Centre

10. Personnel Management

- 10.1. Demonstrate strong leadership skills and the ability to contribute effectively to a team environment.
- 10.2. Support and supervise all Centre staff and ensure daily organisation of staff.

- 10.3. Promote a healthy team environment and develop positive channels of communication to ensure a smooth running Centre in accordance with best practice human resources principles.
- 10.4. Ensure equity of allocation in all job tasks and that employees are complying with policies and procedures
- 10.5. Recruit staff in consultation with the Governing Council as required
- 10.6. Assess team and individual performance using methods that will enhance team work, team effectiveness and individual's self-knowledge
- 10.7. Assess training and development needs for teams and support individuals in identifying their training needs
- 10.8. Lead, guide and support staff to plan, implement and evaluate programs suitable to the individual needs and interests of the children
- 10.9. Lead, guide and support staff to create a safe, supportive, stimulating and educational environment for the children
- 10.10. Lead, guide and support staff to maintain ongoing records of the child's development and daily information
- 10.11. Convene and lead staff meetings, family meetings and management meetings as required
- 10.12. Ensure that adequate supervision and direction is provided for students on placement at the service
- 10.13. Ensure that staff comply with work health and safety requirements.

11. Organisational relationships

- 11.1. Responsible to report to and seek approval from the Governing Council in accordance with directions and the Constitution
- 11.2. All staff reporting to this position
- 11.3. All volunteers reporting to this position

12. Extent of authority

- 12.1. Responsible for the day to day decisions necessary for the effective operation of the service
- 12.2. Required to advise and resource the Governing Council and participate in the decision making process, on matters relating to policy, operational, financial (including budget development and monitoring), human resource and marketing management
- 12.3. Administer, evaluate and exercise decision making authority within Centre programmes
- 12.4. Provide written reports on aspects of day to day management of the Centre, as required.
- 12.5. Authorised to spend up to \$1000.00 for the daily operation of the service without prior consultation with the Governing Council –

payments must not be split in order to avoid compliance with this requirement

- 12.6. Authorised to sign documents and letters related to day to day administration of the Centre
- 12.7. Authorised to deal with human resource issues on a day to day basis.
- 12.8. Recruitment and official disciplinary procedures should be carried out in consultation with the Executive first and then the Governing Council.

DECLARATION

I have read the Level 3 Child Care Centre Director Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:.....

Signature:..... Date

Witness: Position:

Signature:Date