

**WEST ARNHEM**

REGIONAL COUNCIL

# POSITION DESCRIPTION

<b>Position Title</b>	<b>Child Care Senior Officer</b>		
<b>Location</b>	Minjilang or Waruwi	<b>Department</b>	Community and Council Services
<b>Position Level</b>	Level 4 - without Diploma Level 5 - with Diploma	<b>Work Group</b>	Child Care
<b>Position Type</b>	Permanent / Full time	<b>Approval Date</b>	5 June 2024
<b>Coverage</b>	WARC Enterprise Agreement 2024	<b>Approved By</b>	CEO

**Position Objective**

The Child Care Senior Officer is responsible for supporting and leading the early childhood learning and development team to deliver child care services to the West Arnhem Regional Council communities of Minjilang or Waruwi. This will be in accordance with the National Quality Framework and Standards, and Council's strategic and regional plans, policies, procedures, relevant legislation and funding requirements.

**Key Duties and Responsibilities**

1. Lead the development, delivery, quality assurance and evaluation of culturally responsive early childhood education programs and practices that are aligned to the Early Years Learning Framework and in accordance with the National Quality Standards for Children's Services.
2. Support the recruitment, induction and training of all crèche employees.
3. Ensure compliance with all reporting requirements including financial, human resources, funding and contract management.
4. Foster strong, culturally responsive and sustainable local Aboriginal community partnerships and collaborations.
5. Work within the team to supervise, coach and mentor the team and drive team practices to deliver quality services.
6. Ensure the Crèche and resources are in good repair, clean and tidy.
7. Maintain positive contact with parents and excellent public relations to ensure all stakeholders are being dealt with in a polite and courteous manner.
8. Support, encourage and, as required, supervise staff to participate in ongoing training and professional development.
9. With regard to work health and safety in the workplace:
  - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
  - b. within your area of responsibility, ensure compliance with work health and safety legislation, incident reporting and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Wellbeing Services Senior Officer which are within the employee's skills, competence and training.

**Essential Criteria**

1. Have achieved, or be studying for, a National Quality Framework recognised Diploma in Early Childhood Education and Care, or equivalent or higher.
2. Sound written and oral communication skills.
3. Demonstrated experience in program development, planning, implementation and evaluation and the ability to understand policy and procedure.
4. Demonstrated experience in conflict resolution and in leading, mentoring and motivating team members.
5. Demonstrated experience in ensuring team compliance with statutory requirements.
6. Demonstrated experience in ensuring compliance with WHS policies and procedures.

### Essential Criteria

7. Ability to maintain confidentiality, professionalism and discretion at all times.
8. Demonstrated excellent time management skills, meeting deadlines, delegating authority/roles to complete tasks in allotted time frame.
9. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
10. Qualifications / licences:
  - a. Current C Class Drivers licence, at a minimum
  - b. Working with Children Check (Ochre Card)
  - c. An Australian Children's Education and Carer Quality Authority (ACECQA) approved First Aid Certificate

### Desirable Criteria

1. A National Framework Quality Certificate III in Early Childhood Education and Care or similar.
2. Experience working and living in remote Aboriginal communities.
3. Indigenous language speaker.
4. Experience in coaching and mentoring.

### Organisational Relationships & Further Information

<b>Reports to</b>	Wellbeing Services Senior Officer	<b>Supervises</b>	Child Care Officers
<b>Internal liaising</b>	Manager Community Services Support Manager Jabiru Childcare Centre Other managers All staff	<b>External liaising</b>	Families of pre-school aged children Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
<b>Span of hours</b>	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 6 am to 7 pm		
<b>Employment Check / Permit</b>	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
<b>Travel</b>	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.