



# POSITION DESCRIPTION

Position Title	Child Care Centre Manager		
Location	Jabiru	Department	Community and Council Services
Position Level	Level 8	Work Group	Child Care
Position Type	Permanent / Full Time	Approval Date	16 July 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

## Position Objective

The Child Care Centre Manager is responsible for supporting and leading early childhood learning and development at Jabiru Child Care Centre, Minjilang Creche and Warruwi Creche, 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 educational programs and practices that are aligned to the Early Years Learning Framework and in accordance with the National Quality Standards for Children's Services in Jabiru, Minjilang and Warruwi.
2. Work within a team to supervise, coach, and mentor its members, by driving team practices to deliver quality services within the West Arnhem Regional Council region.
3. Ensure compliance with Work Health and Safety (WHS) policies and procedures, including incident responses, in the delivery of all aspects of the service.
4. Ensure compliance with all reporting requirements including financial, human resources, funding, and contract management.
5. Manage the implementation, maintenance, and evaluation of professional development, for all employees at Jabiru Child Care Centre, Minjilang Creche and Warruwi Creche.
6. Support the recruitment, induction, and training of all centre employees.
7. Foster strong, culturally responsive, and sustainable local Aboriginal community partnerships and collaborations.
8. Provide regular and clear outcome-based progress reports to the Council Service Manager and Manager for Community Services.
9. Lead an effective and proactive health, safety and wellbeing culture.
10. Maintain positive contact with parents and excellent public relations to ensure all stakeholders are being dealt with in a polite and courteous manner.
11. Support and mentor Child Care Senior Officers in Minjilang and Warruwi.
12. 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 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 Council Services Manager and Manager Community Services, which are within the employee's skills, competence and training.

## Essential Criteria

1. Minimum 2 years' experience in a similar role.
2. Demonstrated experience in developing, planning, implementing and evaluating educational programs and practices aligned to the Early Years Learning Framework and in accordance with the National Quality Standards for Children's Services.
3. Demonstrated experience in supervising, coaching and mentoring, including ensuring the professional development of others.

### Essential Criteria

4. Demonstrated interpersonal, communication and engagement skills with Aboriginal people, and in other cross-cultural settings, including the ability to develop community partnerships and collaborations.
5. Demonstrated experience in ensuring compliance with WHS policies and procedures.
6. Demonstrated experience in ensuring team compliance with statutory requirements.
7. Experience in financial, human resource and contract management including the ability provide outcome-based progress reports.
8. Demonstrated experience in conflict resolution and in leading and motivating team members.
9. Ability to maintain confidentiality, professionalism and discretion at all times.
10. Demonstrated excellent time management skills, meeting deadlines, delegating authority/roles to complete tasks in allotted time frame.
11. 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.
12. Qualifications / licences:
  - a. A National Quality Framework (NQF) recognised Diploma of Early Childhood Education or equivalent or higher.
  - b. An Australian Children's Education & Care Quality Authority (ACECQA) approved First Aid Certificate.
  - c. Anaphylaxis and Asthma Emergency training.
  - d. Training in food safety, food handling and hygiene.
  - e. Working with Children Check (Ochre Card).

### Desirable Criteria

1. Experience working and living in remote Aboriginal communities.
2. Certificate III in Business Administration and/or Certificate III in Leadership and Management.
3. Experience in coaching and mentoring.

### Organisational Relationships & Further Information

<b>Reports to</b>	Council Service Manager Manager Community Services	<b>Supervises</b>	Early Childhood Educational Leader, Early Childhood Educator Group Leader(s), Assistant(s), Cook and Educator.
<b>Internal liaising</b>	Child Care Centre Staff Council staff Council Services Manager Childcare Senior Officers Manager Community Services	<b>External liaising</b>	Government agencies Community organisations Childcare agencies/ organisations Local businesses Suppliers and contractors Community members
<b>Span of hours</b>	Days on which ordinary hours can be worked – Monday to Friday 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, WARC Enterprise Agreement 2024, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.