



POSITION DESCRIPTION

Position Title	Early Childhood Manager		
Location	Jabiru	Department	Community and Council Services
Position Level	Level 9	Work Group	Child Care
Position Type	Permanent / Full Time	Approval Date	29 May 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

The Early Childhood Manager is responsible for strategic and operational leadership for the Jabiru Child Care Centre, Minjilang Creche and Warruwi Creche; planning, organising, directing and coordinating high-quality early childhood education and care services in line with the National Quality Framework and Standards. The role ensures effective governance, compliance and continuous improvement across all centres, including the management of physical and human resources, budgets and contracts, to deliver safe, culturally responsible and sustainable services that meet Council's strategic objectives, funding and regulatory requirements.

Key Duties and Responsibilities

1. Lead the strategic planning, 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. Ensure each service complies with the Education and Care Services National Law and Regulations, National Quality Framework requirements, funding and licensing conditions, and Council policies and procedures, including oversight of Quality Improvement Plans and assessment and rating processes.
3. Lead, supervise, coach and mentor centre staff and Child Care Senior Officers, including workforce planning, performance development, professional supervision and facilitating professional learning to build a capable and stable team across all locations.
4. Lead a proactive culture of health, safety and wellbeing for children, families, staff and visitors, ensuring risk management, incident and emergency responses, and compliance with work health and safety legislation and Council WHS policies and procedures.
5. Manage budgets, fee and subsidy processes, procurement, grants and service contracts, ensuring sound financial management, monitoring of utilisation and occupancy, and effective use and maintenance of physical resources and assets.
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 accurate and timely reports, data and advice on service performance, risk, compliance, workforce, finance and community outcomes to support evidence-informed decision-making.
9. Maintain positive contact with parents and excellent public relations to ensure all stakeholders are being dealt with in a polite and courteous manner.
10. Oversee enrolment enquiries, orientations, fee information and communication processes to ensure positive experiences for families and consistent, professional customer service.
11. Lead continuous improvement and change initiatives across the centres, using data, feedback and reflective practice to drive service innovation, achieve and maintain high quality ratings, and implement Council and funding body priorities.
12. In relation to the Creches, liaise and work in consultation with the Council Services Manager on each site for operational and supervisory matters, and with the Manager

Key Duties and Responsibilities

Community Services who is responsible for the grants and funding, reporting, and budgets.

13. 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 Director Community and Council Services, which are within the employee's skills, competence and training.

Essential Criteria

1. Significant experience (between 3–5 years) in a senior early childhood education and care leadership role (e.g. Centre Director, Assistant Director or equivalent) with responsibility for staff, budget and regulatory compliance.
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.
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. Experience in financial, human resource and contract management including the ability provide outcome-based progress reports.
7. Demonstrated experience in conflict resolution and in leading and motivating team members.
8. Proven ability to manage competing priorities, meet deadlines, maintain confidentiality and exercise sound judgement and discretion in a sensitive service environment.
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. 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			
Reports to	Director Community and Council Services	Supervises	Early Childhood Educational Leader, Early Childhood Educator Group Leader(s), Assistant(s), Cook and Educator.
Internal liaising	Creche and Child Care Centre Staff Council staff and managers	External liaising	Government agencies. Community organisations Childcare agencies/ organisations Local businesses, Suppliers and contractors Community members
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 7 pm		
Employment Check	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	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.