Position Description

Position: Team Leader
Reports to: Program Manager
Accountable to: Community Child Care Association (CCC) Board through the Executive Director
Direct Reports: Inclusion Professionals

Key relationships
Internal: CCC and VIA Leadership Teams, strategic project teams
External: Key Stakeholder in Region

Salary Level: Level 5 of SCHADS Award Schedule B
Conditions: As per Community Child Care Enterprise Agreement (2017)
Date Approved: 22/06/2020

About Community Child Care Association

Established in 1971, Community Child Care Association (CCC) is the voice of community-based education and care services in Victoria. Building a strong and responsive sector is at the heart of what we do. We’re active right across the state, providing leadership and advocacy, working with governments, and supporting education and care services.

Here to help services transform their vision into practice, we offer membership, quality training and consultancies. Our 650+ members rely on us for free professional advice and support, and to keep them up to date with industry standards, best practices and new regulations.

Our heritage and reputation as a sector leader mean we’re the go-to place for inquiries and projects, including the Victorian Inclusion Agency (VIA). Our deep community connections and role as the peak body for community-owned, not-for-profit education and care services make us well placed to lobby key decision makers. Proactive in the evolution of the children’s education and care sector, our focus is on quality service and outcomes.

Nature and Scope of Position

This role will be responsible for leading a team of Inclusion Professionals to support educators in Australian Government-funded education and care services to increase their capacity and capability to embed inclusive practices within their service.

The Team Leader will manage and lead the team to deliver outputs and outcomes according to the Inclusion Support Program Guidelines. They work to promote a clear understanding of inclusion which focuses on all children being seen as capable and contributing in their environment. The development of collaborative relationships with all stakeholders within a set geographic region will be an essential component of this role.

The position also involves working closely with other Inclusion Agency team leaders across Victoria to ensure the consistency and quality of inclusion support delivery which is flexible and responsive to the needs of education and care services and is in line with the ISP Guidelines 2020-2021.
Position Description

The Position
Key expectations of the position include:

- Lead and manage a regional team to effectively implement the Inclusion Support Program Guidelines, VIA priorities and Practice Framework
- Work closely with VIA Program Manager and VIA Leadership team and collaboratively develop and implement Annual Regional Plan with team
- Work with CCC Leadership team to support the delivery of CCC strategic priorities and implement CCC policy and strategy

Key Skills, Experience and Knowledge Required

Skills and Experience

- Experience in transformational leadership of teams through empowerment, role modelling and inspiration
- Ability to work independently as well as part of diverse, dispersed teams.
- Excellent written and verbal communication skills that enhance collaboration and promote a clear understanding of program delivery and community/stakeholder engagement
- Systematic approach to managing and coordinating projects with the ability to meet multiple deadlines and priorities
- Ability to keep up to date with current developments and best practice in the education and care services sector
- High level competence in the use of information technology, including databases

Knowledge

- A thorough knowledge of Federal and State Government policy and funding programs related to education and care services.
- Advanced practical understanding of and commitment to the principles of inclusive practice, capacity building, family-centered practice, community development and the guiding principles of the National Quality Framework
- Understanding of the variety of approved provider models in the education and care sector

Values and Attitudes

- Passionate about service excellence, progressiveness in policy and practice and social justice
- An ethical approach towards work and service delivery
- Committed to actively model the philosophy of the organisation and adhere to organisational and consortium values
- A willingness to listen and learn from others
- Flexible, adaptable and innovative approach to managing change.

Essential Requirements

- Current Working with Children Check or willingness to undergo such screening.
- A current Victorian Driver’s Licence and daily access to a vehicle.
- Willingness to travel across Victoria.
- Bachelor in Early Childhood Education or Social Sciences or extensive leadership experience in the sector supported by a Diploma.
- Committed to work flexible hours as required
## Position Description

### Key Result Areas (KRA) and Responsibilities

<table>
<thead>
<tr>
<th>KRA</th>
<th>Measurement</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Contribute to CCC’s visions and mission by operating as a team member across the organisation.** | • Number and types of organisational-wide collaborative activities in which team members have participated  
  • Self-reporting on examples of individual and team contribution to the RAP | • Be active member in CCC leadership team and lead CCC initiatives as required  
  • Collaborate on strategic projects and cross organisation working parties  
  • Analyse and consolidation service delivery data and write and deliver high quality reports to inform practice improvement |
| **Team leadership and management**                       | • Staff deliver outcomes required of the Inclusion Support Program  
  • Staff satisfaction levels are positive (as measured through staff surveys and formal and informal feedback)  
  • All approved professional learning and training align specifically with organisational goals and focus on staff professional development and performance goals. | • Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort to maintain healthy group dynamics  
  • Ensure accountability within the team to Program and CCC deliverables through regular supervision and annual appraisals  
  • Ensure the functioning of a cohesive team that engages with the vision, purpose and deliverables of CCC and the VIA and has input into strategic and operational planning  
  • Provide effective professional development guidance that builds on staff strengths and capacity. |
### Service delivery leadership
- Delivery and implementation of regional plan and report on progress
- Positive participation and contribution in VIA and CCC Leadership Teams
- Service delivery targets are met, including two contacts by inclusion staff member with each service per annum.
- Meet services’ required inclusion needs as measured by service satisfaction survey.

### Building and maintaining relationships with external stakeholders
- Number and nature of identified outcomes resulting from engagement in community. For example
  - Delivery of partnerships established and outcomes achieved as established in Regional Plan
  - Positive feedback from IA partners
  - Positive engagement with and promotion of work of CCC

### Adhere to the standards of the Victorian Inclusion Agency Staff Charter and CCC Signature Behaviours
- Highlight how the standards are being met. Provide examples of ways you adhere to the standards.
- Role model adherence to VIA staff charter and CCC signature behaviours

### Position Description

- Develop and implement a regional plan that includes VIA strategic priorities and addresses the needs of the region.
- Provide leadership and support to staff to ensure the provision of inclusion support which is aligned to the ISP Guidelines and VIA Practice Framework and achieves excellence in service delivery.
- Lead by example to ensure that CCC and VIA goals are achieved at team level as a result of coordinating service delivery to ensure equitable and consistent delivery across the region.
- Develop and maintain collaborative partnerships and opportunities to facilitate information, knowledge and resource sharing as guided by the VIA regional plan and CCC’s marketing and communications strategy.
Position Description

Organisational Responsibilities

Responsible for:

- Contributing to the implementation of CCC’s Reconciliation Action Plan to ensure that all our work is inclusive and respectful of the cultures and perspectives of Australia’s First Peoples
- Having a duty of care toward their own and others’ safety, and cooperating and complying with health and safety requirements as outlined in CCC’s occupational health and safety policies
- Supporting Community Child Care Association’s commitment to upholding and advocating for the rights and empowerment of children.