

POSITION DESCRIPTION

Position Title:	Child Care Centre Assistant Manager
Reporting to:	Child Care Centre Manager
Status:	Permanent, Full Time
Salary:	Level 6
Award Conditions:	Local Government Industry Award 2020
Location:	Jabiru

POSITION STATEMENT

The Child Care Centre Assistant Manager will assist with the management of the Jabiru Child Care Centre to ensure the overall operations of the West Arnhem Regional Council Child Care Centre (and Crèches where applicable) to ensure a high quality, cost effective service is provided to meet the needs of the children and their families.

ACCOUNTABILITIES & RESPONSIBILITIES

Strategic Unit Management	<ul style="list-style-type: none"> The Child Care Centre Assistant Manager will support the Child Care Manager to ensure that programs are in line with the Early Years Learning Framework and the centres are compliant with the National Quality Standard.
Operational Team Management	<ul style="list-style-type: none"> Work with the Child Care Centre Manager to: <ul style="list-style-type: none"> each day to lead, coordinate and direct the activities of all staff, volunteers and children, ensuring they work in accordance with relevant regulations, standards and policies; and each week, supervise the programming process of the centre, and, with the assistance of other staff, ensure that all programs are in accordance with standards. Maintain positive communication with parents and members of the community to promote the centre, its programs and services. Assist the Child Care Centre Manager to develop, maintain and implement policies and procedures to ensure that operations meet licensing and compliance requirements. Assist in providing leadership, support and direction to staff by: <ul style="list-style-type: none"> ensuring resources are used effectively and efficiently; assisting staff to develop goals and training plans; holding regular staff meetings and Quality Self-Assessment meetings; conducting regular performance development reviews; and



	<ul style="list-style-type: none"> ○ mentoring and training staff in child development and early childhood education, as required. • As required, assist the Child Care Centre Manager in carrying out administrative and financial functions of the centre that will include, but is not limited to: <ul style="list-style-type: none"> ○ maintaining waiting lists and processing enrolment forms; ○ administering the fee system and associated documentation; ○ organise trade deliveries and petty cash; and ○ collect and respond to priority mail. • Assist the Child Care Centre Manager to identify and address issues that affect the efficient operation of the centre and implement strategies to resolve any operational problems that may arise. • With the co-operation of staff, maintain an attractive, welcoming centre. <ul style="list-style-type: none"> ○ 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 ○ within your area of responsibility, develop, implement and monitor systems to ensure the health, safety and wellbeing of all children, families, staff, students, volunteers, contractors and other visitors to the centre and that is compliant with legislation and Council's work health and safety policies and procedures.
Teamwork	<ul style="list-style-type: none"> • Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job. • Develop a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
Policies and Procedures	<ul style="list-style-type: none"> • Monitor, direct and ensure all Local Government services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices. • Comply with (and ensure staff are abreast of) all relevant legislation and regulations.



Work Health and Safety	<ul style="list-style-type: none"> • Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures. • Contribute to organisational continuous quality improvement and internal reporting to the Council Services Manager. • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the Child Care Centre Manager.

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • A National Quality Framework (NQF) recognised early childhood Diploma or equivalent or must be actively working towards a qualification. • Minimum of 3 years' experience working in early childhood services. • An Australian Children's Education & Care Quality Authority (ACECQA) approved First Aid Certificate • Anaphylaxis and Asthma Emergency training. • Working knowledge of relevant curriculum frameworks and ability to develop and implement a quality educational program appropriate for the centre and community. • Good knowledge and understanding of government regulations and quality requirements and their application to the centre. • Working knowledge and understanding of early childhood learning and development. • Knowledge and understanding of the Early Childhood Australia Code of Ethics and how this relates to the centre. • Demonstrated ability to communicate effectively with educators, children and families. • Ability to supervise staff and direct the work of other educators, volunteers and students. • Ability to work unsupervised, manage, plan and organise one's own work. • Good written and oral communication skills and computer literacy. • Ability to maintain confidentiality, professionalism and discretion at all times. • Ability to respond quickly and effectively to emergency and safety issues in the centre.
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	<ul style="list-style-type: none"> • Solid understanding of Work Health and Safety in the workplace. • Current Northern Territory Driver's Licence. • National Criminal History Check clearance. • Current Working with Children/Ochre Card.
Desirable	<ul style="list-style-type: none"> • An ability to communicate sensitively and effectively with Indigenous people. • Training in food safety, food handling and hygiene. • Knowledge of the local community. • Experience and/or qualification in administration or business.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

This position works with the Child Care Assistant Manager managing a specialist unit.

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to Child Care Centre Manager

Internal Child Care Centre Staff
Council staff
Wellbeing Co-ordinator
Council Services Manager

External Government agencies
Community organisations
Local businesses
Suppliers and contractors
Community members



Approved by **CEO** :

P Firdley

Date: 15.10.2020

