

POSITION DESCRIPTION

POSITION TITLE	Director Children's Services		
POSITION OVERVIEW	Lead and manage the strategic and service operations of WCS Children's Services including Early Learning Centres and Out of School Hours Care (OSHC) services.		
CLASSIFICATION	Director	SERVICE LINE AREA	Children's Services
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	HOURS PER WEEK	38 hours
LOCATION	Corinna Street Office		
IMMEDIATE MANAGER	Chief Executive Officer		
INDUSTRIAL AGREEMENT	N/A		

REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	5	NO OF INDIRECT REPORTS	250

KEY RELATIONSHIPS	
INTERNAL	Executive Team, Corporate Services, Children's Services Teams
EXTERNAL	Government agencies and ACT Community Sector

KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> Develop, implement and evaluate strategic improvement initiatives that build organisational capability and contribute to long term growth and sustainability of WCS. Translate the organisation's strategic and business plans into operational goals. Ensure high quality services that comply with all regulatory and legislative requirements. Build and maintain strong collaborative partnerships with schools, children, families, colleagues, the community and other stakeholders. Develop specialist expertise and maintain market intelligence to assist with lobbying, advocacy and networking and generate initiatives in areas of service responsibility. Cultivate commercial orientation that results in long term growth and sustainability of WCS. Ensure effective management of financial resources to maximise results for service users and strengthen organisational viability. Oversee successful regulatory and accreditation compliance for all service areas. Lead Children's Services through Assessment and Rating and continuously work towards exceeding in the National Quality Framework. Identify, develop, implement and evaluate initiatives to meet community needs and support financial sustainability. Foster and sustain mutually beneficial relationships and strong networks across the Early Childhood, Education Directorate and CECA sectors. Operate as an effective member of the WCS Executive team. 	

- Build teams with complementary skills and inspire others to achieve the highest level of performance through effective recruitment, performance management and employee development.
- Develop and maintain relevant policies and procedures and ensure continuous improvement strategies are encompassed and contribute to the performance of the Service Line and organisation.
- Work in accordance with workplace health and safety guidelines and organisational policies and procedures.
- Apply National Child Safe Principles.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Demonstrated previous experience in a senior leadership role. • Background and experience in children's services delivery. • Experience in monitoring and developing service quality and practice. • Demonstrated ability to achieve results through effective leadership of diverse teams with a focus on strategic and organisational objectives. • Demonstrated ability to effectively communicate, mediate and negotiate with a range of people including schools, other community sector organisations and government bodies. • Effective management of financial resources of service areas to maximise results for service users and strengthen organisational viability. • Well-developed representational and interpersonal skills. • Minimum relevant degree qualification. • Sound understanding of best practice, strengths-based approaches and social justice in children's services.
Highly Desirable	<ul style="list-style-type: none"> • Training and/or qualification in leadership skills.
Other	<ul style="list-style-type: none"> • Ongoing employment is subject to a National Police check and a current ACT Working with Vulnerable People registration. • Demonstrated commitment to the Purpose and Values of Woden Community Service.

Document History	Original: May 2021	Revised:	Version: 1
Employee's name		Signature	DATE