

POSITION DESCRIPTION

Specialist – SAEW Project Officer

ELAA'S CORE VALUES

At ELAA our purpose is to collaboratively develop solutions with members, Government and partners to ensure excellence and equity in early childhood education and care.

ELAA's core values are:

Excellence - Demonstrates consistent determination and resilience to achieve the highest quality

Equity - Actively applies fairness and respect in all interactions

Collaboration - Seeks, shares and combines knowledge to create positive influence

Empowerment - Enables others through high quality service and solutions

Innovation – Provides leadership, initiative and innovation to improve outcomes

COMPANY PROFILE

ELAA is a not-for-profit membership association supporting over 1350 early childhood education and care services to deliver our vision of excellence and equity in early childhood education and care. We advocate, lead and influence all levels of Government for policy, funding and regulatory arrangements that deliver quality and sustainable outcomes for our members and the early childhood education and care sector.

ELAA is currently undertaking a two-year project aimed at enhancing the capacity, work readiness and retention of new early childhood educators in the early childhood education and care (ECEC) sector. The **Skilling an Adaptable Early Childhood Workforce (SAEW) project** will provide educators with a series of specialised micro-credentials to support them to gain knowledge and apply their training into practice. In addition, a Community of Practice will be established to support educators to complete the micro-credentials, develop peer networks and access best practice tools and other training resource materials.

The project aligns with ELAA's purpose as it aims to lift the quality and retention of the early childhood workforce by ensuring all educators can have access to a common level of understanding to build their practice, and a network of support.

COMMITMENT TO CHILD SAFETY AND WELLBEING

ELAA is a child safe organisation and every staff member at ELAA is expected to positively contribute to our messaging on child safety and wellbeing. ELAA wants children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. ELAA's Statement of Commitment to the Child Safe Standards is available on our [website](#).

POSITION OBJECTIVE

This newly created role will support the delivery of the SAEW project by leading the implementation of a Community of Practice for early childhood educators. Deliverables that fall within this role include: coordinating online training workshops and educator peer support activities; developing resources to complement the micro-credentials and professional practice of educators; updating and developing new content for the Community of Practice. It will also work closely with the SAEW project team to provide ongoing support and advice for educators undertaking the micro-credentials and participating in activities facilitated through the Community of Practice.

To undertake this role you must demonstrate the following Key Selection Criteria

Knowledge and Experience	<p>Mandatory</p> <ul style="list-style-type: none"> • 3+ years working in early childhood education / primary school roles • Proven track record in designing/developing training and resource material to support the professional practice needs of early childhood educators • Highly developed facilitation skills and understanding of contemporary practices to support the engagement of learners in an online training environment. <p>Desirable</p> <ul style="list-style-type: none"> • Tertiary qualifications in early childhood/primary education or equivalent experience • Demonstrated understanding of community development practices or adult learning methodologies • Experience working in NFP, charity or similar community-based organisations.
Attributes and Skills	<ul style="list-style-type: none"> • Excellent interpersonal and group facilitation skills • Advanced written communication skills, editing and attention to detail • Capable of managing multiple tasks simultaneously • Able to work independently with direction as required • A team player that can work collaboratively and build relationships with a variety of stakeholders • An inquisitive and positive mindset with a desire to continuously improve.

Key Responsibility Areas essential to perform this role

Essential Job Function and Accountabilities	<ul style="list-style-type: none"> • Build relationships with project partners and external stakeholders to support educator participation in activities facilitated through the Community of Practice • Work with project partners to schedule regular training workshops and peer support network activities for educators • Facilitate monthly peer support workshops and respond to educator requests as required • In consultation with project partners, develop a range of best practice tools, templates and other training materials to complement the micro-credentials and professional practice of educators • Develop and publish resource material, news items, case studies and profiles of educators on the Community of Practice • Ensure content developed for the Community of Practice are of high quality and implemented in line with ELAA's brand style guide • Oversee the day-to-day operation and ongoing maintenance of the Community of Practice • Monitor and report on the effectiveness of strategies used to facilitate educator participation in the Community of Practice and use evaluation data to recommend improvements and innovations • Be responsive to additional duties that may arise, as requested by the SAEW Project Manager and ELAA's Director of Strategy.
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Behavioural Competencies - Industry Specialist Level

Task Delivery	<p>Produces Quality Work</p> <p>Involves planning, managing and delivering own work in an organised, structured, efficient manner ensuring output meets quality standards, timelines and enhances ELAA's business and service profile. It also includes having the flexibility to change the approach when required. This involves identifying and organising available and appropriate resources to achieve set results, taking responsibility and delivering consistently and in line with quality expectations and timelines.</p>
	<p>Continuous Improvement Focus</p> <p>Proactively takes the approach and supports others to validate data, challenges conventional thinking and supports and facilitates ideas for improvement for both ELAA and Members. This includes auditing and evaluating work, challenging the status quo and constructively questioning the quality and efficiency of existing procedures and practices at own level in ELAA.</p>
Interpersonal	<p>Stakeholder Focus</p> <p>Providing solutions that enable/align stakeholders to achievement of ELAA's vision of excellence and equity in early childhood education and care. This includes establishing and maintaining effective relationships with those external to ELAA, such as Members or Government departments, or internal such as ELAA management and employees</p>
	<p>Fosters Teamwork</p> <p>Actively creates and promotes positive working environments that are conducive to teamwork. It is maintaining the balance of the needs of the individual, team and organisation. It includes sharing knowledge and celebrating achievements.</p>
Personal	<p>Professional Resilience</p> <p>Includes maintaining effectiveness, energy and stable productivity throughout adverse situations whilst relieving stress in a manner that is acceptable to the person, others and the organization.</p>
	<p>Committed to Development</p> <p>Proactively builds relevant knowledge, behaviour and skills, staying abreast of new developments within the industry and acting as a subject matter specialist within own field whilst adhering to regulatory requirements and guidelines.</p>
Thought Process	<p>Considered Decisions</p> <p>Is not afraid to take calculated risks, thinks critically and creatively to develop solutions of value to ELAA and its Members. It includes demonstrating an appreciation, knowledge, understanding and integration of business trends, data and information within the early childcare sector. It includes remaining aware of the political, economic, social, technological and professional trends impacting the market and reviewing effectiveness of solutions recommended.</p>
	<p>Analysis and Interpretation</p> <p>An ability to gather relevant data, probe to get to the underlying root causes, identify and understand the implications of various actions and the consequences of each approach and recommend innovative solutions that are mutually beneficial to ELAA and external stakeholders.</p>