HOBSONS BAY CITY COUNCIL

Position Description

Title

Position Title:	Early Years Resource & Support Officer (Playgroups)
Position Number:	
Classification:	Band 5
Position Status:	Vacant
Directorate:	Sustainable Communities
Department:	Community Life
Approved by:	
Date approved:	June 2026

1. Position Overview

The Early Years Resource & Support Officer (Playgroups) facilitates inclusive and welcoming playgroup experiences for families from diverse backgrounds and cultures. The position supports vulnerable parents and caregivers to actively engage in activities with their children and build parenting/caregiving skills and confidence to encourage their children's learning and development.

The position may evolve and change over time and the incumbent will need to be adaptable to the needs of our community and our organisation within the broad scope of the position. This provides an exciting opportunity requiring flexibility, adaptability, and a desire for both personal and professional growth.

Hobsons Bay City Council is committed to being a child safe organisation and has zero tolerance for child abuse.

2. Position Objectives

- Plan and facilitate developmentally and culturally appropriate playgroup experiences that provide learning opportunities consistent with the Victorian Early Years Learning Development Framework (VEYLDF) and the National Quality Framework (NQF).
- Provide stimulating, positive and enjoyable learning environments for all children and families.
- Support parents to develop skills and confidence to support their children's learning and development.
- Develop and implement strategies to engage, retain and follow up with families to maximize regular attendance at playgroup.
- Undertake transition planning with families to link them to relevant early years services, community playgroups and other community services, such as libraries, kindergarten and maternal child health.

- Facilitate In-Home support sessions for identified families to ensure improved learning, development, and wellbeing outcomes through improved caregiver/parent-child interaction in the early home learning environment.
- Ensure the provision of accurate and timely information to current and potential families utilising Council's Early Years services including seeking feedback and being responsive to changing needs and trends.
- Collaborate with the broader Community Life department to identify gaps in community capacity for families with young children and develop short or medium-term projects to build capacity and address identified needs.
- Ensure playgroups operate in accordance with relevant DFFH funding and Council guidelines to maintain the integrity and intent of program.
- Ensure the administrative, data collection and evaluation requirements of the program are completed to a high standard.

3. Organisational relationships

Internal	External
• Community Child Health • Kindergarten Central Registration • Early Years Planning and Partnerships • Preschool Field Officers • Early Years Kindergarten/CALD Engagement Officer	• Early Intervention services • Allied Health Services • Playgroups Victoria • Parenting Research Centre • Child Protection • Orange Door
Reports to:	
• Team Leader – Early Years Family Support & Care	
Supervises	
• Nil	

4. Position Characteristics

Accountability and Extent of Authority

May supervise resources and/or give support to more senior employees. Where the prime responsibility is for resource supervision, freedom to act is governed by clear objectives and/or budgets, with frequent prior consultation with more senior employees and regular reporting mechanisms to ensure adherence to plans.

Accountable for quality, effectiveness, cost and timelines of programs, projects or work plans under their control and for the safety and security of the assets being managed.

Required to ensure that employees under their direction are trained in safe working practices and in safe operation of equipment and are made aware of all occupational health and safety policies and procedures.

Judgement and Decision Making

Objectives are usually well defined, but a particular method, technology, process or equipment used must be selected from a range of available alternatives.

Problems are often complex or technical in nature with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and counsel may be available within the time available to make a choice.

Specialist Skills, Knowledge and Experience

Supervisors require thorough understanding of relevant technology, procedures and processes used within their operating unit.

Understanding of role and function of senior employees to which they provide support, understanding of long-term unit goals and appreciation of long term goals of the wider organisation.

Understanding of function of position within organisational context, including relevant policies, regulations and precedents.

Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees.

Management Skills

Skills in managing time, setting priorities and planning and organising own work and that of supervised employees to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable.

Understanding of and ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

Interpersonal Skills

Ability to gain co-operation and assistance from customers, members of the public and other employees in administration of defined activities and in supervision of other employees or groups of employees.

Employees are expected to write reports in their field of expertise and to prepare external correspondence of a routine nature.

Qualifications and Experience

Skills and knowledge needed for entry to this level are beyond those normally acquired through completion of TAFE certificate or associate diploma alone, and might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of work in this Band.

5. Key Selection Criteria

- Relevant tertiary qualification in early childhood, education, social work, family services, health or equivalent at Diploma level or above.
- Experience delivering or facilitating Smalltalk training, or willingness to complete accreditation.
- Demonstrated experience working with families with children (aged 0-5years) and knowledge of child development, the Victorian Early Years Learning and Development Framework (VELDF) play-based learning and its application in a group setting.
- Thorough understanding of Child Safe Standards (2022), Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM), Family Violence Information Sharing Scheme (FVISS) and The Child Information Sharing Scheme (CISS).
- Demonstrated ability to consult and engage effectively with parents and caregivers from many and varied backgrounds and experiences.
- Demonstrated ability to work collaboratively and constructively with internal and external stakeholders to develop and deliver programs and/or resources.
- Demonstrated administration and organisational skills applicable to delivering a service to playgroups.
- Proven ability to work both independently and as part of a team, including well-developed time management and communication skills.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check) or Victorian Institute of Teacher current registration
- Willingness and ability to secure a Working with Children Check
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in indoor and outdoor environments, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in indoor and outdoor environments.
- Successful applicants must undertake a physical assessment to ensure they meet the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.