

	POSITION DESCRIPTION		
	Director – Valley Childrens Centre		
Classification	CSW Director	Position	Full Time
Department	Corporate		
Reporting to	Executive Manager Corporate		
Reports	Up to 27 Educators, 1 Office Administrator, 1 Educational Leader		

Our organisation	
<p>Derwent Valley Council is the key driver of community and economic growth for the region. Located around New Norfolk, the municipality covers approximately 4,101 sq. km, including 2,789 sq. km of World Heritage area, and has a population of approximately 11,340. The organisation delivers a range of services and programs for the community and is a values-based organisation with a committed workforce.</p>	
Purpose of the position	
<p>The purpose of the position is to:</p> <ul style="list-style-type: none"> • Excellent customer service to both internal and external customers. • Contribution to mentoring and task supervision to other members within the Child Care team. • Ensuring compliance with the Education and Care Services National Law and Regulations and the ECE National Quality Standards 	
Key Result Area	Deliverables
Centre Management	<ul style="list-style-type: none"> • Provide pedagogical leadership to ensure quality care and education programs for children, and direction, support and continuous learning for staff. • Provide a vibrant, interesting, varied and appropriate children's program that is developed and implemented to meet the ongoing needs of the children as per the Early Years Learning Framework. • Ensure the philosophy, policies and procedures of the Service are upheld, implemented and reviewed regularly to meet relevant requirements. • Encourage staff and families of the service to contribute to the quality and success of the Service actively • Build and maintain positive relationships with children, families, educators, staff, and management to deliver the best outcomes for families and children.

	<ul style="list-style-type: none"> • Ability to develop and build a high-quality team and service • Mandatory reporting
Regulatory Oversight	<ul style="list-style-type: none"> • Maintain compliance with the regulations as prescribed by the Education and Care Regulatory Unit along with all legal and statutory requirements. • acting as the Responsible Person in Charge and the Nominated Supervisor at the Service.
Financial	<ul style="list-style-type: none"> • effectively managing and maintaining the Service's finances, including preparing and monitoring the annual budget and financial acquittals as required by third party funding agencies. • Oversight and management of grant applications and aquatals
Organisational relationship	<ul style="list-style-type: none"> • Direct Reports Up to 27 Educators, 1 Office Administrator, 1 Educational Leader • Internal Liaisons All Council staff, including General Manager and Executive Managers • External Liaisons Members of the community, ECIS, St Giles, Ptunarra Child and family Centre, building surveyors, builders, plumbers, solicitors, real estate agents etc. A high standard of professionalism and customer service is mandatory, and the incumbent must display a positive and constructive approach towards Council and its activities.
Code of conduct	Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Councils Code of Conduct for employees details the principles of good conduct and standards of behaviour. Council has determined that the community can reasonably expect employees to demonstrate this in the performance of their duties and functions.
Values	Promote and adhere to Council's Workplace Values of: <ul style="list-style-type: none"> • Quality Service • Collaboration • Growth • Integrity • Wellbeing
Teamwork	Build and maintain effective relationships, encouraging the development of the team with the skills and knowledge required to meet objectives
Confidentiality and privacy	Keep all sensitive and personal information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment confidential, even after completion of employment.

	<p>Ensure compliance with:</p> <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i> • <i>Personal Information Protection Act 2004 (TAS)</i> • <i>Child Care Act 2001</i> • <i>Child and Youth Safe Organisations 2023</i>
Records management	Ensure records are used, maintained, and managed in accordance with the Council's Information Management Policy.
Risk management	Maintain an active awareness of Risk Management issues and practices concerning the workplace. Assist Council to mitigate risk by promoting risk awareness throughout the organisation.
Additional duties	Other duties as required from time to time.

Special conditions
<ul style="list-style-type: none"> • Applicants will be required to undergo pre-employment checks including but not limited to a National Police Check, working with vulnerable people check and pre-employment medical .
Corporate accountabilities
<p>All staff are required to observe the following corporate accountabilities:</p> <ul style="list-style-type: none"> • Compliance with all legislative requirements • Understand and promote Council's Objectives • Adhere to Council's plans, policies, procedures and codes.
Extent of authority
<ul style="list-style-type: none"> • Judgement and Decision Making Judgement and decisions will be guided by practices, procedures or precedent or will be made in consultation with the Manager of Governance, Strategy and Performance. Within area of knowledge and skill, take action to ensure completion of projects to required standard and ensure excellence in stakeholder engagement and delivery of quality customer service. • Delegations and Extent of Authority As per Council's delegation register.
Personal attributes
<ul style="list-style-type: none"> • Strong organisational and administrative skills. • Ability to work independently as well as an important member of the broader team.

- Strong interpersonal and communication skills with the ability to liaise and communicate with all members of the community and other professionals as well as develop documentation to a high standard.
- Ability to prioritise tasks from multiple stakeholders, meet deadlines and work autonomously and under limited supervision.
- Skills in conflict resolution.

Selection criteria

Essential

- Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), or: Diploma of Early Childhood Education and Care (or equivalent).
- Minimum 3 years' experience in a Nominated Supervisor position in an Early Childhood Service or Minimum 5 years' experience in a leadership position in an Early Childhood Service
- Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff.
- Understanding and working knowledge of WHS legislation
- Have thorough knowledge of the National Quality Framework (NQF) and Early Years Learning Framework (EYLF) to implement across the service, ensuring this aligns with legislation, policies, procedures and the service philosophy.
- Demonstrated knowledge of service requirements of the Child Care Subsidy (CCS) system and ability to perform software applications for compliance.
- Be willing to accept the role of Nominated Supervisor under the Education and Care Services National Law and Education and Care Services National Regulations
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law, Education and Care Services National Regulations, Family Assistance Law.
- Knowledge of and experience with the Child Safety Standards and Child Protection and Mandatory Reporting legislation
- Previous experience in successfully managing a budget for an early education and care service

Desirable

- Experience with Quickkids software