

POSITION DESCRIPTION

Nominated Supervisor

(POS1266 POS1267 POS1268 POS1269 POS1270 POS1271)

Directorate:	Community and Culture	Department:	Children's Services
Position Grade:	12	Reports to:	Manager Children's Services
Last review:	February 2016	Next review:	February 2018
		Version No.:	5.0

Position purpose:

To provide management of the daily operations of an Early Childhood Service and to deliver quality educational programmes for young children and their families, ensuring compliance with all regulatory, legislative requirements and industry standards for Early Childhood Services.

Key accountabilities/responsibilities:

Responsible for:

- 1) Gaining approval and abiding by the licensing requirements as an Nominated Supervisor by the NSW Early Childhood Education and Care Directorate - Department of Education and Communities
- 2) Leading, promoting and actioning the Education and Care Services National Legislation 2010 and the Education and Care Services National Regulations 2011
- 3) Educating staff to ensure policies and procedures guide practice through information distribution, training, staff meetings and feedback on a daily basis
- 4) Advocating for the Early Childhood Australia Code of Ethics to guide practices and decision making
- 5) Ensuring staff have a comprehensive knowledge and understanding of policies and procedures in the service to ensure compliance with child protection legislation and audit practices

Decisions made in the position:

- 1) Maintenance of targeted utilisation for the centre
- 2) Problem solving and change management at the centre
- 1) Onsite staff and centre management

Decisions referred:

- 1) Appointment/dismissal of staff
- 2) Any expenditure at the centre
- 3) Budget preparation

Key issues/challenges:

- 1) Understanding on the importance of the early years of development and the need for quality early childhood programs in the public arena
- 2) Maintaining targeted utilisation
- 3) Managing centre based budget in order to reduce overall deficit for the centre

Key working relationships:

- Manager Children's Services
- OHS, Workforce Management and Pay Office
- Community Services staff
- Accounts Payable staff
- Civil Maintenance, Parks, and relevant teams
- Sustainable Environment

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant Early Childhood tertiary qualifications and child protection training approved and recognised by NSW Early Childhood Education and Care Directorate - Department of Education and Communities
- Children's Services Supervisor Certificate
- Current First Aid Certificate
 - ❖ This position is subject to a working with children check – please provide your current working with children check verification number
- This position requires accreditation recognised by the Board of Studies Teaching and Educational Standards NSW (BOSTES) if applicable to qualification

Experience

- Minimum of 12 months management or supervisory experience with demonstrated experience in developing, leading, supporting and motivating a successful team
- Demonstrated experience in the development and implementation of an early childhood curriculum
- Successful development of innovative projects for Centre based services
- Demonstrated organisational and coordination skills together with effective communication and interpersonal skills inclusive of problem solving and change management
- Ability to reflect on, monitor and evaluate own performance and staff performance

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated knowledge of Education and Care Services National Legislation 2010 and the Education and Care Services National Regulations 2011, relevant Child Protection Legislation and mandatory reporting role, and other relevant legislation, regulations and industry standards
- Current theories of / approaches to early childhood education and care, and current issues / challenges facing the early childhood industry
- Early childhood nutritional and food safety requirements
- Financial management of the service

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current Class C Drivers Licence
- Ability to facilitate groups to establish common goals and influence changes in practice

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CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.