

## POSITION DESCRIPTION

Nominated Supervisor

(POS1266 POS1267 POS1268 POS1269 POS1270 POS1271)

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

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

### 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

## CORPORATE VALUES

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**