

# Position Description

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Position Number: ADGE7

## Early Childhood Educator– Certificate III

Current Incumbent: Vacant

<b>Classification:</b>	Band 3
<b>Directorate:</b>	Community
<b>Department:</b>	Children's Services
<b>Branch:</b>	Children & Youth Services
<b>TRIM:</b>	M12/48245

# Position Description

## Position Objectives

This role supports the Room Leader to develop, implement and maintain a high quality education and care program for 0-6 year old children in whom the rights and best interests of the child are paramount, whilst working collaboratively with the service team, families and the community. The importance of the role of General Educator to Council is ensuring our Children's services meet all regulatory requirements in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations and/or the Victorian Children's Services Regulations 2009, service relevant. The General Educator supports our council community in ensuring the provision of high quality children's services

## Key Selection Criteria

**Give examples of a time in your current or past employment or training experience you were able to do the following with the support of the room leader;**

- The skills/qualifications experience relevant to the position as recognised by Department of Education and Early Childhood Development in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children's Services Regulations 2009 and Children's Services Act 2009 (as amended). Certificate 3 Children's Services is essential.
- Provide a high quality program for children that supports belonging and the child's voice.
- Provide a stimulating and safe environment for all children. Participate in the planning process including observation, program planning contribution and evaluation.
- Provide a welcoming environment for families, children, support workers and community members.
- Working in a team, being respectful towards others and participating in the service events/meetings

## Key Responsibility Areas

- Assist in the development and implementation of a quality program and be aware of and work in accordance with, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 Children's Services Regulations, Quality Assurance systems and Council's policies and procedures.
- Provide for safety and security of all children in the environment where programs are offered.

- Provide for the emotional wellbeing of children by ensuring interactions are respectful, effective, age appropriate, positive, inclusive, interactive and meet the developmental needs of the individual child.
- Provide for the physical and cultural needs of all children including nutrition, hygiene, rest, and comfort and infection control.
- Support and promote inclusive practices within the children's service.
- Assist and support the development of collaborative partnerships with families and communities taking into account specific cultural needs.
- Work as a member of a co-operative team in order to provide an appropriate education and care program for children attending the service.
- Maintain a positive Council and public relations image.

## Accountabilities

- Achievement of agreed, specific performance objectives for the position.
- Effective implementation of relevant work programs.
- Adoption and implementation of safe working practices and procedures.
- Adherence to all relevant Council policies and procedures.
- Adherence to all relevant provisions of applicable acts and regulations.

## Specialist Skills and Knowledge

- Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 Children's Services Regulations 2009 and Children's Services Act 2009 (as amended).
- Awareness and understanding of Council's policies and procedures for all Children's Service Centres.
- An ability to support each child to participate in the program through the use of children's ideas and intentional teaching.
- A demonstrated ability to adapt the program to maximise opportunities for each child's learning.
- Understanding of and ability to maintain confidentiality and its relevance to children's services.
- Effective verbal and written communication skills.
- An ability to plan and organise own work according to time frames and setting of priorities.
- An ability to develop professional relationships which are respectful and ethical

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♦ Continually innovate ♦ Start the celebration**

# Position Description

## Management Skills

- Delivering quality, affordable services.
- Achieving industry best practice.
- Continuous improvement in performance and productivity.
- Managing his/her time and the work program to deliver the required outcomes of the position.
- Reporting symptoms of ill health to appropriate personnel and record as required.
- Providing for development needs of the child in co-operation with other staff
- Ensuring administrative tasks are undertaken in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children's Services Regulations 2009 and Children's Services Act 2009 (as amended) and council requirements

## Judgement and Decision Making

- Use of resources.
- Selection of safe work practices and procedures as appropriate and relevant to the job.
- Resolving issues as they arise.
- Advising management about issues which need specialist attention or cannot be resolved in the workplace.

## Interpersonal Skills

- Sound communication skills – both oral and written - appropriate for the position.
- Strong customer service skills and experience and problem solving skills relevant to the position.
- Have a positive and professional presentation.
- Be committed to effective, quality customer service.
- Have the ability to work effectively and successfully with a wide range of people from diverse backgrounds and groups.
- Have an ability to work in a flexible manner.
- Willingness to commit to further training and development as required
- Ability to admit mistakes, learn from them and move forward.
- Ability to provide a model for staff in demonstrating a high level of interpersonal skills.

- Possess a tolerant attitude that ensures non-discriminatory service provision and team work to colleagues and clients regardless of their; race, gender, age, sexuality, religion or disability
- The person must have the combination of skills, qualifications and experience, and personal attributes to enable him/her to effectively fulfil the requirements of the position.
- The incumbent is required to regularly consult and communicate with her/his Manager, team members, other staff and Coordinators, contractors, clients and customers, residents and ratepayers as required.

## Qualifications and Experience

- The skills/qualifications experience relevant to the position as recognised by Department of Education and Early Childhood Development in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children's Services Regulations 2009 and Children's Services Act 2009 (as amended). Certificate 3 Children's Services is essential.
- Current First Aid qualifications level 2.
- Criminal History Check (valid within six months).
- Current and valid Working with Children Check Card (WWCC).
- Current Anaphylaxis Management training (within 12 months).
- Current Asthma Management Training
- Preparedness to gain or a current understanding of Child Safe Standards and Child Protection.

## Special Note:

- Incumbents of positions with Greater Shepparton City Council's Children's and Youth Services must be willing to work in all of the Council's services and centres. All positions are with the Greater Shepparton City Council and the Council retains the right to relocate staff from one service to another as required
- Staff at Council's children's and Youth Services children's centres will be required to take part of their annual leave during the Centre's annual closure

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## Council Values

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Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

**Our values are:**

<b>Respect first, always</b>	<i>We are attentive, listen to others and consider all points of view in our decision making.</i>
<b>Take ownership</b>	<i>We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.</i>
<b>Courageously lead</b>	<i>We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.</i>
<b>Working together</b>	<i>We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.</i>
<b>Continually innovate</b>	<i>We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.</i>
<b>Start the celebration</b>	<i>As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.</i>

## Occupational Health and Safety

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The incumbent, in conjunction with the OH&S committee, is responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation.

- Take reasonable care for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encourage work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions

## Customer Service

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Greater Shepparton City Council recognises customer service as a whole of council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice
- Listening to and understanding our customer needs
- Developing skilled and motivated staff
- Strengthening relationships between staff and the customer
- Ongoing evaluation reporting and continuous improvement.

**Who are our customers?**

Our customers are persons or organisations that use or needs a service provided by Greater Shepparton City Council.

**Our Definition – Customer Service:**

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with council objectives and statutory obligations.

## Recordkeeping Responsibilities

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As an employee of the Victorian Public Service Sector, it is your responsibility to create and capture a full and accurate record of your work related decisions and activities. It is also your responsibility to ensure that all records are managed in accordance with the Greater Shepparton City Council's Records & Information Management Policy, Framework and associated procedures."

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## Accountability and Extent of Authority

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*The incumbent is subject to annual review (pursuant to Local Government Authorities Award 2001) and is accountable for:*

- *The Officer is accountable to their Manager for providing accurate, effective and customer focused support to meet the needs of the Council.*
- *The position allows the Officer the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.*
- *The Officer has the authority required to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards. Extensive freedom to initiate changes to policy, procedures and practices is encouraged and will be undertaken with the approval of the Manager.*

### **Extent of Authority**

*Subject to, and within the framework of, the provisions of relevant legislation and statutory requirements, and the Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with: the Council Plan; relevant human resources, industrial relations, and anti-discrimination legislation; relevant Awards and certified agreements; Council's policies and procedures; and accepted organisation standards.*

## Emergency Management

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*The Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.*

*At times the incumbent may be asked to assist in Council's emergency management operations, within reason.*

## Risk Management Responsibilities

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*All staff members are to:*

- *Understand the principles and purpose of Risk Management and the associated framework*
- *Understand all the risks associated with their activities and assist their manager / team leader in the identification and management of risks*

# Organisational Relationship

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**Reports To:** ➤ Service / Room Leader

**Internal Liaisons:**

- Chief Executive Officer
- Executive Leadership Team
- Responsible Managers
- Service/ Kindergarten Leader or Program Leader
- Children's Services Centre staff
- Early Childhood Services Coordinator
- Team Leader Children's Services
- Manager –Youth and Children

**External Liaisons:**

- Parents/Service Users
- General Public
- Relevant Professionals

**Acknowledged:**

**Employee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Counter Signed:**

**Employer Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_