

Coordinator Children's Services

Position Description



Position number Multiple Positions
Directorate Community Services

Department Children's Services
Immediate Supervisor Manager Children's Services
Supervising Positions(s) Team Leader Children's Services
Level PS 3 – Professional

Position Approval

Gina Lacey
Director Community Services

21/02/2024

Review and Approval Date

Position Objective

Oversee the delivery of MacDonnell Regional Council (MRC) Children's Services programs in allocated communities to ensure the provision of high quality Early Childhood Education and Care programs for children aged from birth to 5 years

Key Duties and Responsibilities

- Coordinate the delivery of MRC Children's Services programs in allocated communities
- Contribute to the development of budgets and manage program expenditure including assessing priorities to ensure effective use of resources
- Guide the planning, development, implementation and evaluation of the community Children's services programs and ensure continual progress towards meeting National Quality Standards
- Provide support, mentoring and reflective practice for Team Leaders to ensure the successful delivery of high quality programs
- Review and monitor the work of Team Leaders and Educators to identify skill shortages and training needs
- Support and facilitate training and development of Educators
- Contributing to the development of new initiatives, programs and funding in collaboration with Manager
- Develop and maintain positive relationships with stakeholders including but not limited to the Children's Services team, MacDonnell Regional Council, community members and funding bodies
- Develop and support the maintenance of required records, formulate reports and implement relevant policies and procedures for the effective delivery of high quality programs
- Report on service delivery and performance measures
- Exercise duty of care for self and others as per Work Health and Safety legislation and ensure continuous improvement within the Children's Services area
- Support Educational Team Leaders to undertake regular evaluation of programs to ensure that they are accessible, inclusive and culturally appropriate

Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the service
- Analytical decision making skills with a collaborative approach to problem solving
- High level of communication skills to communicate with a diverse range of stakeholders including participating in mediation, negotiations and conflict resolution
- Strong literacy, numeracy and computer skills
- Ability to manage financial and physical resources to complete objectives whilst remaining within a set budget
- Energy and enthusiasm to work with children

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Role Requirements

Essential

- Diploma or equivalent experience in Early Childhood Education and Care
- At least 3 years' experience working in Early Childhood including experience in leadership roles
- Understanding of the National Quality Standards including the regulations, standards and approved Early Learning Frameworks.
- Experience developing and delivering early childhood programs
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Current Australian Driver's License
- Current First Aid Certificate in Education and Care setting including CPR, anaphylaxis and asthma components
- NT working with Children (Ochre) Card or ability to obtain one
- Satisfactory completion of a Criminal History Check

Desirable

- Certificate IV in Training and Assessment
- 4WD Certificate
- Experience working in remote locations
- Experience working for local government

Travel Requirements

This position is based in multiple locations within MacDonnell Regional Council area and approximately 75% of work time will require travel to and work in remote communities other than the base location – including overnight stays – in the MacDonnell Regional Council area of service

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight
- Manual handling of objects above 10Kg
- Repetitive bending and twisting
- Travel by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

