

Position Description

POSITION TITLE:	Qualified Early Childhood Educator.
POSITION NO:	4062/10
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Recreation and Open Space
SECTION:	MAC
CLASSIFICATION:	Band 4
LOCATION:	1 Aquatic Drive Maribyrnong
DATE:	March 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Childcare Team Leader
Supervises:	Nil
Internal Liaisons:	MAC staff and all Council employees.
External Liaisons:	MAC members and users, Community Groups and other Childcare Agencies and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Implement, supervise and deliver a high quality flexible Occasional Care service that is responsive to the needs of individual children and their families.

Provide a safe, inclusive environment for children and educators by adhering to current Government regulations governing the Occasional Care service, Council and MAC policies and procedures.

DUTIES AND RESPONSIBILITIES

Provision of quality Childcare.

Develop and implement learning programs that:

Are based on the developmental needs and interests of each child.

Are designed to take into account the individual differences of each child, and promote each child's development.

Provide the opportunity for families to contribute ideas towards the development of the childcare programs, respecting individual attitudes and values.

Ensure that every responsible precaution is taken to protect children from harm and from any hazard likely to cause injury.

Ensure all children are adequately supervised at all times while in the Centre's care.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To report to the Childcare Team Leader on any matters of concern relating to the children for whom they are responsible.
- To take the appropriate action in the event of any emergency situation.
- Providing care and programming that is respectful and inclusive, delivered in a professional and positive manner.
- Communicating to all stakeholders with respect, integrity and in a pleasant, supportive, encouraging and friendly manner.
- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Assisting to maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Commitment to the provision of accurate and efficient quality customer service to internal and external stakeholders.
- Provide assistance and training to employees on position relevant procedures, systems and equipment.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with Council policy and procedures.

JUDGEMENT AND DECISION MAKING

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities with advice and guidance always available, if required, from supervisor or other Council employees.
- Ability to make decisions concerning routine and defined administration functions without recourse to supervisor.

- Exercise good judgement and discretion regarding confidential issues.
- Show initiative and a proactive approach to improvement of processes related to the role as needed.
- To liaise with parents in a caring, understanding and supportive manner, respecting confidentiality at all times.
- To be flexible to respond in program provision to meet changing needs of children.
- Adhere to all MCC guidelines and regulations.

SPECIALIST SKILLS AND KNOWLEDGE

- An understanding of Council's policies, regulations and procedures associated with the position and other Council services, as required.
- A basic understanding of relevant Acts/Regulations as they apply to the role.
- An understanding of the relevant technology, procedures, processes and systems related to the role.
- Ability to research, collect, analyse and interpret information to perform role or assist Childcare Team Leader on the drafting of reports and other documentation.
- Basic knowledge and experience in quality assurance as it applies to the position.
- The ability to appropriately and effectively perform and demonstrate relevant knowledge in the care and education of young children.
- A basic knowledge and understanding of the operations, purpose and functions of a Leisure Centre.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time within a complex and diverse range of projects and priorities to achieve targets within a set timetable.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focussed team.

INTERPERSONAL SKILLS

- Ability to establish rapport with all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports, and presentations with ability to review material for accuracy and provide attention to detail and quality.
- Ability to interpret wishes of clients to ensure good access and a positive experience.
- Sensitivity to multi-cultural issues.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Minimum of a Diploma of Early Childhood Education and Care, recognised by ACECQA.
- Senior First Aid Certificate (HLTAID011).
- Resuscitation Certificate (HLTAID009)
- Anaphylaxis and Asthma certification.
- Demonstrated experience working in a similar role caring for children.
- Current Working with Children Check. – Employment version
- No relevant criminal record found in a Police Check.

Desirable:

- Experience within a LG or similar highly regulated organisation.
- Advanced Diploma of Early Childhood Education and Care, recognised by ACECQA.

Position Description

KEY SELECTION CRITERIA

- Mandatory qualifications and experience as listed above.
 - Demonstrated experience working in Early Childhood setting.
 - Minimum of 12 months experience in a Childcare facility.
 - Demonstrated commitment to quality customer service, including excellent communication skills.
 - Evidence of effective time management skills, including prioritising daily tasks.
 - Demonstrated written communication skills to enable the preparation of program plans and reports.
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CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: