

Job title: Acting Team Leader Early Childhood Services	
Classification: Band 8	Effective Date: August 2023
Reports to: Manager Health & Family Services	Tenure: Full Time - Temporary

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

- To lead and coordinate the overall operation of Council's centre based early childhood education and care programs, as well as Council's support for community based Kindergarten and other children's services programs.
- To lead the achievement of the strategic and operational quality standards, protocols and procedures and financial requirements for Council's Early Childhood Services Unit.

Key Responsibilities

Position Specific Responsibilities

- Undertake planning and the implementation of all strategic and operational aspects of the Early Childhood Services (ECS) Unit to meet departmental objectives and Council's key performance indicators, in conjunction with the Manager Health and Family Services.
- To lead the Whitehorse Early Learning Services (WELS) leadership team in the selection, supervision, support and professional development of WELS staff.
- To facilitate and implement service improvement initiatives within the ECS Unit.
- Coordinate the identification and development of policies and procedures relating to the implementation of the National Quality Framework (NQF) and Victorian Early Years Learning and Development Framework (VEYL&DF) for Education and Care Services.
- Support staff within the ECS unit with the day-to-day operational implementation of service improvement initiatives.
- Prepare, monitor and ensure compliance of all program budgets in the ECS unit.
- Facilitate the management, coordination and implementation of specified projects related to all programs within the ECS Unit.
- Ensure all accountabilities to Council, State and Commonwealth Governments are completed in an accurate and timely manner.
- Undertake data collection, analysis and reporting as requested by the Manager Health and Family Services.
- Liaise on a regular basis with the Whitehorse Preschool Association with respect to the effectiveness of the central registration and enrolment scheme (CRES).
- Oversee the management of lease and licence agreements in the early childhood space such as sessional kindergarten and toy library.
- Provision of input into Collective Agreement negotiations and operations of special conditions for WELS staff.
- Develop marketing strategies for the ECS unit.
- Maintain professional standards and contribute to a positive team environment.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement by all staff under their supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.

- Ensure that risk management principles are adopted in all decision making processes within their team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team Key Responsibility Areas (KRA's) are met and contribute to the strategic plans of the team.
- Appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Develop and Monitor. (Approx \$6.5 M)

Staff responsibility:

Yes – Refer to Early Childhood Services Unit Structure.

Judgement and Decision Making

- Operate in a broadly regulated environment receiving minimal day to day supervision.
- Develop creative solutions where established procedures may not be available.
- Identify and analyse an unspecified range of options before a decision is made.
- Ability to work independently to set project parameters.
- Identify and develop policy options.
- Liaise with colleagues to discuss and resolve issues.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Qualifications and Experience

- Relevant tertiary qualification in early childhood services combined with demonstrated experience in leading dynamic teams of early childhood professionals.
- Experience in effectively managing budgets, promoting services, dealing with clients and the community

Technology:

- Must be proficient in the use of MS Office Suite mainly Word, Excel, Outlook etc

Interpersonal Skills

- Excellent interpersonal skills as well as the ability to liaise with staff and management across the Whitehorse City Council.
- Ability to liaise with colleagues within other organisations.
- Demonstrate a high level of maturity in customer service provision.
- Effective time management and skills.
- Attention to detail and high level report writing skills.

Key Relationships:

- Liaise with staff and management across the organisation.
- Maintain professional relationships with external bodies such as relevant government departments, local government areas and other community service agencies.

Management Skills

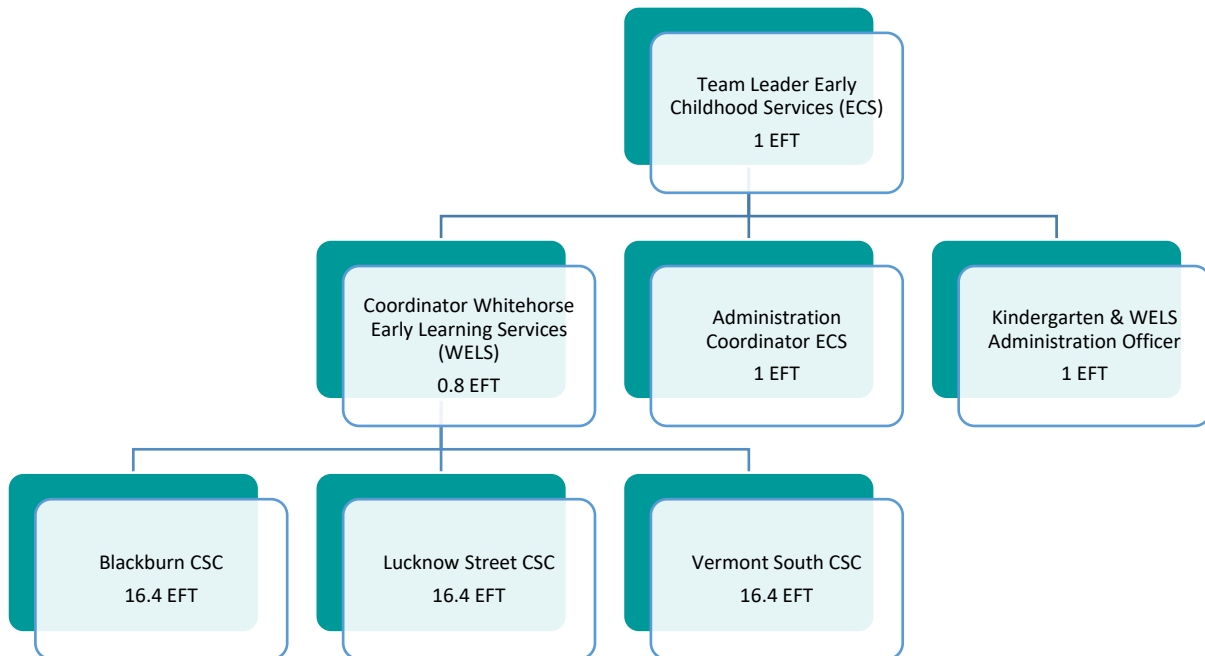
- Ability to effectively lead teams to achieve high quality cost effective outcomes.
- Ability to lead and motivate team members.

Key Selection Criteria

Has the relevant Qualifications, Certificates and Licences

1. Highly developed leadership skills along with prior experience in leading a medium size, diverse team and sustaining a positive and dynamic team culture.
2. Ability to work under limited supervision and use professional knowledge and experience in making decisions and assessment.
3. Highly developed interpersonal skills with demonstrated ability to engage and work with a diverse range of stakeholders.
4. Experience in budget management and financial analysis.
5. Capacity to contribute ideas and demonstrate initiative and flexibility.
6. Relevant tertiary qualification in early childhood services combined with demonstrated experience in leading dynamic teams of early childhood professionals.
7. Thorough knowledge and experience of frameworks, guidelines, standards of practice, regulations, other relevant legislation and current best practice in the provision of early childhood education and care services.

Early Childhood Services Team Structure



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency / Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed Sometimes / Rarely	
Hand/Arm Movement Tasks involve use of hand/arms		Performed Sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed Sometimes	
Standing Tasks involve standing in an upright position		Performed Sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed Often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed Sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence			