

WHITEHORSE CITY COUNCIL

Position description

Job title: Team Leader Whitehorse Early Learning Services	
Classification: Band 7	Effective Date: October 2022
Reports to: Coordinator Early Childhood Services	Tenure: Temporary Part Time (0.8)

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 to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all 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.

Goal Statement

Oversee the operation of Council's Centre based child care program Whitehorse Early Learning Services.

To work as a key member of the Early Childhood Services leadership group to ensure that all Early Childhood Education and Care Services achieve strategic and operational quality standards, protocols and procedures.

Key Responsibilities

Position Specific Responsibilities

- Provide input into the planning and implementation of strategic and operational aspects of the Whitehorse Early Learning Service (WELS) to meet departmental objectives and Council's key performance indicators.
- Oversee the selection, supervision, support and professional development of all WELS staff (and other early years staff as required).
- As a member of the leadership team facilitate and implement service improvement initiatives within the Early Childhood Services Unit.
- In conjunction with the Team Leader Early Childhood Services identify and develop policies and procedures relating to the requirements and implementation of the National Quality Framework & Victorian Early Years Learning & Development Framework for education and care services.
- Provide direction and support for staff within the Early Childhood Services Unit with the day-to-day operational implementation of service improvement initiatives.
- Assist with preparing and monitoring the budgets for WELS, seeking input and information from WELS Directors.
- Play a key role in the management, coordination and implementation of specified projects related to all programs within the Early Childhood Services Unit.
- Ensure all accountabilities to Council and the relevant State and Commonwealth Governments are completed in an accurate and timely manner.
- Undertake data collection, analysis and reporting to support the achievement of strategic and operations goals and projects.
- Support the WELS Directors with the day to day management of staffing, customer and other stake holder issues.
- Provide input into the broader strategic staffing and industrial relations issues, including training and development.
- Provide coordination and support to WELS Directors with the management of the facilities and capital works requests and projects.
- Develop marketing strategies for WELS, to ensure high utilisation of all centres.
- Maintain professional standards and contribute to a positive team environment.
- Seek opportunities and play an active role in funding submissions as they relate to WELS.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under 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 the 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 KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Assist in the development and monitoring.

Staff responsibility: WELS staff

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.

Key Relationships

- Position reports to Team Leader Early Childhood Services.
- Liaison with staff and management across the organisation.
- Create professional relationships with service users and relevant community groups and other stake holders.
- Required to maintain professional relationships with external community and peak bodies.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Relevant tertiary qualification in early childhood education and care services combined with demonstrated experience in leading dynamic teams of early childhood professionals.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.
- Knowledge and understanding of National and Victorian Children's Services acts, regulations and other relevant legislation.
- Knowledge and understanding of the National Quality Framework & Victorian Early Years Learning & Development Framework.
- Knowledge of the Local Government environment and Council protocols.

Technology

- Must be proficient in the use of computers and MS Office Suite software mainly Word, Excel, and Outlook.
- Must have a familiarity with financial software.

Interpersonal

- The incumbent must have excellent interpersonal skills and the ability to liaise with staff and management across Whitehorse City Council as well as counterparts within other organisations to discuss and resolve specialist problems.
- Must be able to demonstrate a high level of maturity in customer service provision.
- Attention to detail and high level report writing skills

Leadership/management:

- Must have the ability to effectively supervise teams to achieve high quality cost effective outcomes. Requires the ability to lead and motivate staff.
- Effective time management and initiative
- Must be self-motivated and tenacious
- Requires drive to achieve outcomes
- Demonstrated experience in financial management.
- Effective skills in research and the evaluation of raw and secondary data.

Other Attributes

- Must be prepared to work in any location within the City of Whitehorse.
- May be required to attend for a pre-employment medical.
- Must be available to attend out of hours meetings.

Key Selection Criteria

1. **Demonstrated Leadership in Early Childhood Services**
Proven ability to lead and motivate diverse teams of early childhood professionals, fostering collaboration and continuous improvement to achieve strategic and operational objectives.
2. **Comprehensive Knowledge of Early Childhood Frameworks and Legislation**
Sound understanding of the National Quality Framework (NQF), the Victorian Early Years Learning and Development Framework (VEYLDF), and the regulatory and legislative environment governing early childhood education and care services.
3. **Effective Organisational and Project Coordination Skills**
Ability to manage day-to-day operations, contribute to service planning, and support the coordination of improvement initiatives and team priorities within a busy early years environment.
4. **Excellent Communication and Interpersonal Skills**
High-level written and verbal communication skills, including experience in preparing professional reports and liaising with a broad range of internal and external stakeholders to resolve complex issues.
5. **Commitment to Child Safety, Equity, and Organisational Values**
Ability to model and promote professional standards in line with Council's commitment to child safety, gender equality, and inclusive practices, ensuring a safe and supportive environment for all children, staff and families.

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.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: