



## MANAGER – EARLY CHILDCARE

Aurukun Shire Council is looking for a suitably qualified and experienced person to manage our Early Childcare Centre and Family Support Centre.

As Manager you will be responsible for the day-to-day operation of the Centre, ensuring compliance with relevant legislation, monitoring budget requirements and providing leadership to the team of childcare workers and teachers to ensure effective delivery of quality services.

The person we are looking for will have:

- A Diploma in Children Services and five years of experience in child care and/or early child care education including a minimum of 2 years in a management role.
- Experience in managing people, finances and operational aspects of an Early Childcare Centre.
- Strong interpersonal and communication skills.
- Computer literacy particularly in aspects of the Microsoft Office Suite of programs.
- An understanding of local government operations and procedures.
- An ability to work with minimal supervision and as part of a team.
- A current First Aid and Resuscitation Certificate/s and a current Blue Card.
- Experience of living and working in a remote community desirable.

Aurukun Township is located a 1.5 hour flight from Cairns and has a full range of community services including airport, aged and child care, school, playgroup, community centre, splash park, supermarket and health clinic.

Position Description is available on Council's website [www.aurukun.qld.gov.au](http://www.aurukun.qld.gov.au).

To apply send a CV and covering letter addressing the selection criteria to [recruitment@aurukun.qld.gov.au](mailto:recruitment@aurukun.qld.gov.au). Applications will remain open until filled. For additional enquiries contact HR Manager Cadie Fitzgerald (07) 4047 6711 or 0418 387 516.

## POSITION DISCRIPTION

<b>Job Title</b>	<b>Manager Koolkan Early Childhood and Family Support Hub</b>
<b>Organisational Context</b>	Aurukun Shire Council is an Indigenous community of about 1450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
<b>Department</b>	Community Services
<b>Award and Classification Level</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 2- Children’s Services & Early Childhood Education – Director.
<b>Location</b>	Aurukun
<b>Reports to</b>	Director of Community Services
<b>Position Scope</b>	To effectively manage the day-to-day supervision of resources, personnel and activities in relation to the Koolkan Early Childhood & Family Support Centre
<b>Employees Supervised</b>	All Koolkan Child Care Staff
<b>Job Role &amp; Key Objectives</b>	<p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>• Manage the day-to-day operations of the Centre.</li> <li>• Manage facilities and all of the resources of the Centre responsibly.</li> <li>• Co-ordinate support services to respond to identified family needs.</li> <li>• Actively support operational strategies and performance measures relating to the Koolkan Early Childhood &amp; Family Support Centre to achieve organisational goals.</li> <li>• Manage the safe and effective operations of the Centre.</li> <li>• Under the direction of the Director of Community Services, ensure that the requirements of Council and the Queensland State Government are met.</li> <li>• Develop procedures to ensure a co-ordinated and integrated approach to service delivery.</li> <li>• Develop, implement and review programs for children.</li> <li>• Ensure that the Centre meets all relevant legislation standards.</li> <li>• Ensure grant funding performance reports are completed and submitted on time.</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Monitoring of costs for the Centre to ensure adherence to budget requirements.</li> </ul>

- Regularly review scheduled expenditures to ensure that any potential budget over-runs are identified and reported to the Director of Community Services.
- Monitoring of procurement outcomes to ensure that any legislative requirements are met, and that Council is receiving “value for money” from suppliers.
- Assist the Director of Community Services in the preparation of Council’s budgets.
- Monitor operations to ensure that they are being undertaken in a cost effect manner and being undertaken within agreed budget, time schedules and quality standards.
- Completion of financial, statistical and other returns and surveys as required.

**People Management**

- Provide leadership to the team of childcare workers and teachers to ensure effective delivery of quality services.
- Supervise staff to achieve work goals and objectives of the Centre.
- Actively recruit and provide training and support to indigenous trainees and other staff as and when required.
- Develop and maintain appropriate professional development plans with particular emphasis on retaining local indigenous workers.
- Undertake annual performance appraisals of all staff in the Centre, in accordance with Council’s Performance Management System.
- Undertake disciplinary action in accordance with Council’s policies and procedures.
- Work with staff to establish succession plans within the Centre, through the development of ‘in house’ capacity and skills.
- Ensure that staff carry out their duties in accordance with their position descriptions, Council’s human resource policies and procedures, and that they comply with statutory requirements.
- Ensure that recruitment and promotion decisions are made in accordance with Council’s policies and procedures.
- In consultation with the Director of Community Services, monitor staff numbers and skill levels to ensure Council has adequate human resources to achieve identified operational outcomes.
- Ensure staff are properly inducted into the workplace and that they comply with Council’s Workplace Health and Safety policies
- Fully participate in personal annual performance appraisal in accordance with council’s Performance Management System

**General**

- Prepare and provide timely reports to the Director of Community Services, as required.
- Maintain the cultural integrity of the Centre to reflect the community in which the Centre operates.

	<ul style="list-style-type: none"> <li>• Ensure all incidents, accidents and injuries are reported and documented.</li> <li>• Ensure the maintenance of compliant quality, environment and Workplace Health and Safety systems.</li> <li>• Build and sustain partnerships with and between the Centre, the school, the community and other government agencies.</li> <li>• Undertake other duties as directed or required by the Director of Community Services under the context of this position.</li> </ul>
<p><b>Qualifications, Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• At least five years' experience in the field of child care and/or early child care education and a minimum of a Diploma in Children Services.</li> <li>• Minimum 2 years in a Management role.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Computer literacy particularly in aspects of the Microsoft Office Suite of programs.</li> <li>• Ability to work with minimal supervision, independently and as part of a team to achieve positive outcomes.</li> <li>• Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.</li> <li>• Experience in the supervision of staff.</li> <li>• Ability to manage people and budgets.</li> <li>• Understanding of local government operations and procedures.</li> <li>• Current First Aid and Resuscitation. Asthma and anaphylaxis Certificate/s.</li> <li>• Light rigid Driver's License.</li> <li>• Current Blue Card.</li> </ul>
<p><b>Key Performance Indicators</b></p>	<ol style="list-style-type: none"> <li>1. Adherence to Council's and Koolkan Child Care Centre Policies</li> <li>2. Adherence to all relevant early childhood legislation including but not limited to ensuring all requirements by ASC and QLD. State Govt. are met.</li> <li>3. Retain clear national Police Check and positive Blue Card</li> <li>4. Assist in the provision of on the job training and mentoring of subordinates.</li> <li>5. Assist in the development of appropriate procedures to ensure efficient running of Koolkan.</li> <li>6. Assist in the development and delivery of appropriate educational programs for children.</li> <li>7. Assist in the performance management of staff.</li> <li>8. Support and maintain Cultural integrity in conjunction with manager.</li> <li>9. Ensure all staff work in a safe manner and are aware of their obligations according to legislative requirements.</li> <li>10. Identify training needs and suggest appropriate training where necessary.</li> </ol>

	<p>11. Develop and ensure that appropriate risk management strategies are in place and reviewed regularly in conjunction with Centre manager</p> <p>12. Ensure all reporting is current in conjunction with the Centre Manager</p>
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I, \_\_\_\_\_ acknowledge and agree

to the above position description.

Employee's Signature \_\_\_\_\_ Date

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