

Position Description

Education and Care Services Director

Position profile

Business Unit	Children & Young People	Position number	P10318 P10319
Department	City Life	Status	Full Time Permanent
Salary group		Date Endorsed	27 June 2017
Reports to	Coordinator – Children & Young People		

Overview

Bayside Council brings together the former City of Botany Bay and Rockdale City Councils. The new organisation was established by Proclamation on 9 September 2016. The Bayside Council area covers approximately 50 square kilometres and has an estimated population of 152,814.

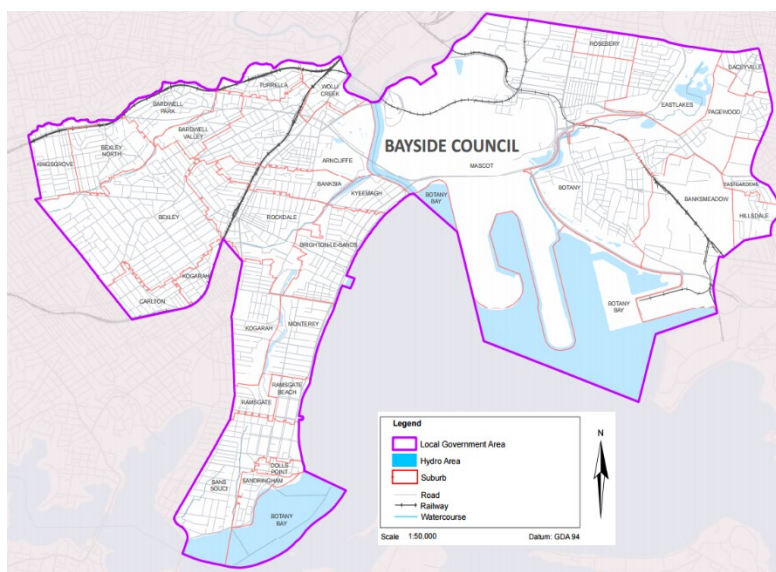
Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

Bayside Council represents a fresh start for the community and a great opportunity for staff to build a new and stronger Council.

This is an exciting opportunity for an innovative, customer centric, people focused and outcomes driven leader to be part of creating a modern, dynamic organisation that serves the Bayside community well.

Bayside Council

- Population: 152,814
- Area (sq. Km): 50
- Number of Wards: 5
 1. Botany Bay Ward
 2. Bexley Ward
 3. Rockdale Ward
 4. Mascot Ward
 5. Port Botany Ward
- Staff: 800



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond – delivering an outstanding customer experience every time

Primary purpose of the role

To provide vision and team leadership to support the development of innovative and high quality early education and care programs in line with the National Quality Framework that reflects the children and families in the service.

The role is responsible for the effective planning, coordination and management of day to day operations and overall delivery of the service.

Key accountabilities

Within the area of responsibility, this role is required to:

- Coordinate, supervise and provide professional support and development for all Educators/staff (including Educational Leader) to ensure appropriate care and education meets the needs of children and families at the Service.
- Promote and support inclusive practice to ensure the service is responsive to and supports families from a range of cultures, backgrounds, experiences and situations.
- Implement strategies to ensure the overall cleanliness, tidiness, security, safety of the Service, supervision of, of flexible and stimulating learning environments.
- Oversee the planning and provision of well balanced and varied meals to meet the nutritional requirements for children in the Service.
- Be informed of and liaise with relevant stakeholders on wider Children's Services issues and advocate to management and other agencies on issues to continually improve the delivery and function of the Service.
- Support Educational Leaders and evaluate programs to ensure reflective practice, to meet the Service philosophy and objectives.
- Develop and review policies and procedures in consultation with the Children Services Coordinator and relevant stakeholders to maintain regulatory compliance.
- Oversight the financial management aspects of the service to manage income and expenditure within budget parameters.
- Implement strategies for the regular update and maintenance of accurate records of children and families to ensure privacy, confidentiality and compliance with legislative and regulatory requirements.

- Undertaking mandatory reporting to adhere to Child Protection guidelines and responsibilities.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, Manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Integrating Council's Children's Service aims, objectives and philosophy into Service operations.
- Maintaining currency with current Childhood research and literature given the requirement for all aspects of Service operation to meet legislative and regulatory requirements, Service Access Guidelines, the Education and Care National Regulation and Law 2011, National Quality Framework, Early Years Learning Framework and Children's Services policies and procedures.
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.

Role Dimensions

Decision Making






- The role is accountable for the delivery of services and programs on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Oversight the recruitment and induction of Educators and staff at the service
- Represents Council on committees and inter-agency forums as required

Essential Requirements

- Minimum qualification – Early Childhood Teacher
- Current First Aid Certificate relevant to the role.
- Approved Child Protection training.
- Working with Children Check (NSW).
- Current Driver's Licence Class C.
- Working knowledge of Education and Care Services National Law and Regulation, Child Protection legislation and regulation and National Quality Framework.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Take account of financial and budget implications, including value for money in planning decisions • Present basic financial information to a target audience in an appropriate format • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them • Display an awareness of financial risk and exposure and solutions to address these

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Supervisors have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility and, will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues their area of responsibility and WHS reporting, risk assessment and incident investigations • Ensure that all workers in their areas of responsibility implement and monitor policies and procedures for their area of responsibility which reflect Council's SMS • Ensure that all workers in their areas of responsibility are provided with the necessary knowledge and skills to effectively enable them to carry out their WHS responsibilities and assess their WHS performance through KPIs noted in Individual Work Objectives <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?

Yes

Does this position require incumbent to undergo criminal reference check?

No

Does this position require incumbent to demonstrate good driving record or possess a specific licence?

Yes

Specify licence: Class C Drivers Licence

Yes

Will incumbent need to make disclosure of pecuniary interest?

No

Could there be a conflict of interest with secondary employment?

Yes