



ETHERIDGE SHIRE COUNCIL

MANAGEMENT ROLE STATEMENT



ROLE TITLE: Group Leader – Little Gems Children's Centre

DEPARTMENT: Corporate & Community

REPORTS TO: Director of Childcare

LOCATION: Little Gems Children's Centre –
High Street Georgetown

DATE PREPARED: April, 2012

PREPARED BY: David Munro

This Statement represents an accurate description of the role of the Group Leader for Childcare Services

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

The Group Leader of Childcare Services will provide leadership, and deliver functions that contribute to the efficiency and effectiveness of Etheridge Shire Council's Little Gems Children's Centre.

ENVIRONMENT

Etheridge Shire Council, ***'The Golden Heart of the Gulf'*** is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 900. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is ***"...Unearthing Etheridge's future to create a future beyond Rates, Roads and Rubbish..."***

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

Council has a current workforce of around 60, an annual operating budget in 2019/20 of \$35.23M and capital works budget in 2019/20 of \$19.42M. Council maintains a combined regional asset base of over \$213M whilst providing community services across the areas of planning and development, community and cultural services, water, waste management, roads and infrastructure, the environment, economic development, childcare, student hostel and health management.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Group Leader of Childcare Services over the next three to five years include:

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council Little Gems Children's Centre.
- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Group Leader Childcare

The incumbent will be responsible for, but not limited to:

Working with children and their families:

- Ensure a stable, safe, secure and hygienic environment for children and work to create a pleasant atmosphere.
- Be involved in the delivery of the services programs by implementing daily routines and duties that underpin planning, implementation and evaluation of quality play and learning experiences.
- Develop positive relationships with parents and interact with parents and children in a warm friendly ways
- Respond appropriately to children's behaviour, developmental levels and special needs.
- Treat families and children equally and respect the diversity of backgrounds
- Use positive forms of guidance and behaviour management
- Ensure active, adequate and efficient supervision of children at all times.

Working with staff:

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the centre Director

Other responsibilities and duties:

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance with the Education and Care Services National Law (Queensland) Act 2011, Education and Care Services National Regulations (Queensland) 2011, National Quality Framework, Early Years Learning Framework, and WH&S Act.
- Work in accordance to the Centre's Policy and Procedure at all time.
- Keep abreast of current issues that impact on the Children's Services Industry
- Attend training and professional development and contribute to social and community activities.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Group Leader of Children's Services will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in Childcare Services. The position requires a good general knowledge of the regulations pertaining to childcare.

- An understanding and knowledge of the Early Years Learning Framework and National Quality Frameworks;
- A passion for working with children;
- A team player who effectively communicates with families and staff alike;
- Relevant qualifications or currently studying towards (minimum of a Certificate III in Children's Services, and or a Diploma in Children's Services or studying towards)
- Certified Supervisor Certificate or able to obtain;
- Hold a positive Blue Card and First Aid;

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

6 months probationary period that may be extended for a further 6 months.

ACCOMMODATION

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871