Position Description

Our Values: Trust | Respect | Openness | Fairness | Excellence | Enjoyment

Rural City of Wangaratta

Position Title	Children's Services Centre 2IC
Position Code	7227
Directorate	Community & Infrastructure
Work Group	Community Services
Location	Children Services
Position Classification	Band 6
Reports to	Children's Services Centre Coordinator
Supervises	Early Childhood Teachers, Early Childhood Educators Level 1-3, Catering Officer
Effective Date	November 2025
Work Arrangement	Onsite / Hybrid (post-probation eligibility)

Our Commitment

Child Safety

Council is committed to the safety, wellbeing and empowerment of all children and young people. We have zero tolerance for child abuse and are committed to creating and maintaining a child-safe organisation where children and young people are protected, respected and heard. All employees share responsibility for promoting and maintaining a child-safe environment.

Diversity, Equity and Inclusion

Council values diversity and is committed to fostering an inclusive workplace where everyone is treated with dignity, respect and fairness. We encourage and support diversity in all its forms and recognise the valuable contribution a diverse workforce makes to our organisation and the community we serve. All employees are expected to contribute to a respectful, inclusive and equitable workplace and to demonstrate behaviours that support diversity and inclusion.

Workplace Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for employees, contractors, volunteers and visitors. All employees share responsibility for working safely, identifying hazards and complying with Council's health and safety policies and procedures.

Leadership Commitment Statement

Leaders are expected to model Council's Values, foster an inclusive and respectful workplace, communicate openly, and support the wellbeing, development and success of their teams in line with Council's Leadership Commitment Statement.

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Position Objectives

Assist Children's Services Centre Coordinator and Educational Lead in the delivery of highquality early years education and care services in accordance with the National Quality Framework, Early Years Learning Framework V2.0 and all relevant legislations. The Children's Services Centre 2IC will support the delivery of a quality early years education services setting in a competitive business environment according to the aims, objectives and regulations of Council, State and Commonwealth Governments.

Key Responsibilities

- Manage the day-to-day operations for our early education and care services at the Wangaratta Children's Services Centre (WCSC).
- Manage the enrolment of the children into the service including facilitating centre tours for new families.
- Lead the recruitment and onboarding of Educators including recruitment campaigns in consultation with the Children's Services Centre Coordinator.
- Develop and implement efficient rostering educators to fulfil service sustainability targets and adhere to staff ratios, ensuring staff have an equitable spread of hours in collaboration with the Children's Services Centre Coordinator and Educational Leader.
- Develop and monitor performance reviews to ensure staff are working towards achieving Quality Improvement Plan outcomes in consultation with the staff development plans.
- Ensure mandatory reporting is undertaken for the service with respect to compliance requirements for the service within a timely manner.
- Ensure best practice for the service which operates in accordance with the National Quality Framework and other legislative requirements.
- Where required provide support in the rooms due to unplanned leave.
- Manage a system for the timely collection of fees.
- Ability to motivate staff, lead Educators to improve educations and developmental outcomes for children ensuring planning and documentation align with Early Years Framework V2.0 and Victorian Early Years Learning Development Framework.
- Support in the review of policies, procedures for the general operation of the centre.

Leadership Responsibilities (where applicable)

- Lead through Council values.
- Foster an engaged and inclusive culture.
- Support employee wellbeing and development.
- Manage performance and accountability.
- Lead change and continuous improvement initiatives.

Workplace Health and Safety

- Comply with Council's workplace health and safety obligations.
- Take reasonable care for personal health and safety and that of others.
- Report hazards, incidents and injuries promptly.
- Participate in safety training and risk management activities.

Child Safety

- Promote and uphold Council's Child Safe Standards.
- Maintain appropriate behaviours when interacting with children and young people.
- Report concerns relating to child safety in accordance with Council policy.

Core Physical Requirements

- Capacity to, on occasion, lift items unspecified in weight within individual limits.
- Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- Capacity to undertake caring for and educating children, which may include lifting, bending, squatting & kneeling, etc.
- Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.
- Capacity to drive a motor vehicle.

Accountability and Extent of Authority

- Support the implementation of the National Quality Framework Education and Care Services National Law and Regulations and other relevant government guidelines.
- Responsible for decision making for the day-to-day management and administration of the Centre to reflect the objectives and key responsibility areas of the position.
- Support the supervision of all staff employed at the service for the effective and efficient delivery of service within the area of responsibility.
- Provide industry advice and feedback to the Children's Services Centre Coordinator for the guidance and part justification for development and adoption of particular policies.

Judgement and Decision Making

- Sound professional judgement based on experience and qualifications.
- Provide advice to the Children's Services Centre Coordinator on matters relating to early years education including the implications of decisions which impact on the Centres operations and policy development.
- Provide input into the strategic planning for the Centre.

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Knowledge and Skills

Management Skills

- Ability to manage, supervise, organise and motivate staff and students.
- Demonstrated ability to manage and develop an early childhood education centre budget.
- Demonstrated organisational and administrative experience.
- Sound judgement and decision-making skills.

Interpersonal Skills

- Ability to liaise effectively with all levels of management.
- Skills in problem solving and conflict resolution.
- High level verbal and written skills.

Qualifications and Experience

- Degree in Early Childhood from a recognised University (as listed on the approved
- qualification list by ACECQA), or:
- Diploma of Early Childhood Education and Care (or equivalent)
- Current First Aid, Anaphylaxis and emergency asthma management training, (ACECQA- approved).
- Accredited Child Protection Training, or willing to obtain.
- A demonstrated ability and experience in managing within a childcare setting.
- Dementated understating of the National Quality Framework, Education and Care Services National Law and Regulations.
- Strong knowledge and understanding of child development and behaviour, current pedagogies and theories.

  a. Familiarity and Government systems such as Child Care Subsidy (CCS), funding agreements and compliance reporting.

Licenses, Checks and Mandatory Requirements

- National Police Check
- Current Drivers Licence
- Victorian Working with Children Check
- Pre-employment Medical Assessment
- Drug and Alcohol Screening
- First Aid Certificate

Employment Screening

The preferred applicant must satisfactorily complete all required pre-employment screening checks prior to commencement of employment. Ongoing employment may be subject to maintaining required licences, registrations, accreditations and clearances.

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Key Selection Criteria

- Minimum 3 years' experience in a leadership role in an Early Childhood Service or minimum 5 years' experience working in an Early Childhood Service preferred.
- Previous experience in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff.
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018).
- Ability to operate in a team environment.
- A current First Aid Certificate - Level 2, Drivers Licence, Working with Children's Check and willing to obtain a Police Check.
- Be willing to accept the role of Nominated Supervisor under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations.
- Effective leadership and management experience that contributes to quality environments for children's learning and development.
- Advanced written and verbal communication skills.
- Ability to set and establish values for the service that reflect its context and professionalism.

Employment Conditions

Probation

This position is subject to a six-month probationary period in accordance with Council policy and employment agreements

Flexible Work Arrangements

Following successful completion of probation, the incumbent may be eligible to apply for flexible work arrangements, including working from home, subject to operational requirements and Council policy

Flexi Leave

This position is: ☐ Eligible for Flexi Leave ☒ Not Eligible for Flexi Leave

Authorised by _____ **Date** _____

Employee Signature _____ **Date** _____