



POSITION DESCRIPTION

Position Title	Children's Services Centre 2IC
Position Code	7227
Directorate	Community & Infrastructure
Work Group	Community Services
Position Classification	Band 6
Effective Date	November 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

Assist Children's Services Centre Coordinator and Educational Lead in the delivery of high-quality 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.

2. Working Relationships

Reports to	Children's Services Centre 2IC
Supervises	Early Childhood Teachers Early Childhood Educators Level 1-3 Catering Officer

3. Key Responsibilities

3.1 Manage the day-to-day operations for our early education and care services at the Wangaratta Children's Services Centre (WCSC).

3.2 Manage the enrolment of the children into the service including facilitating centre tours for new families.

3.3 Lead the recruitment and onboarding of Educators including recruitment campaigns in consultation with the Children's Services Centre Coordinator.

3.4 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.

3.5 Develop and monitor performance reviews to ensure staff are working towards achieving Quality Improvement Plan outcomes in consultation with the staff development plans.

3.6 Ensure mandatory reporting is undertaken for the service with respect to compliance requirements for the service within a timely manner.

3.7 Ensure best practice for the service which operates in accordance with the National Quality Framework and other legislative requirements.

3.8 Where required provide support in the rooms due to unplanned leave.

3.9 Manage a system for the timely collection of fees.

3.10 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.

3.11 Support in the review of policies, procedures for the general operation of the centre.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to undertake caring for and educating children, which may include lifting, bending, squatting & kneeling, etc.

4.3 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.4 Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

4.5 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Support the implementation of the National Quality Framework Education and Care Services National Law and Regulations and other relevant government guidelines.

5.2 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.

5.3 Support the supervision of all staff employed at the service for the effective and efficient delivery of service within the area of responsibility.

5.4 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.

6. Judgement and Decision Making

6.1 Sound professional judgement based on experience and qualifications.

6.2 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.

6.3 Provide input into the strategic planning for the Centre.

7. Knowledge and Skills

7.1 Management Skills

7.1.1 Ability to manage, supervise, organise and motivate staff and students.

7.1.2 Demonstrated ability to manage and develop an early childhood education centre budget.

7.1.3 Demonstrated organisational and administrative experience.

7.1.4 Sound judgement and decision-making skills

7.2 Interpersonal Skills

7.2.1 Ability to liaise effectively with all levels of management.

7.2.2 Skills in problem solving and conflict resolution.

7.2.3 High level verbal and written skills.

8. Qualifications and Experience

8.1 Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), or:

8.2 Diploma of Early Childhood Education and Care (or equivalent)

8.3 Current First Aid, Anaphylaxis and emergency asthma management training, (ACECQA- approved).

8.4 Working with Children Check and willing to obtain a police check.

8.5 Accredited Child Protection Training, or willing to obtain.

8.6 A demonstrated ability and experience in managing within a childcare setting.

8.7 Demonstrated understanding of the National Quality Framework, Education and Care Services National Law and Regulations.

8.8 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.

9. Key Selection Criteria

9.1 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.

9.2 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.

9.3 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).

9.4 Ability to operate in a team environment.

9.5 A current First Aid Certificate - Level 2, Drivers Licence, Working with Children's Check and willing to obtain a Police Check.

9.6 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.

9.7 Effective leadership and management experience that contributes to quality environments for children's learning and development.

9.8 Advanced written and verbal communication skills.

9.9 Ability to set and establish values for the service that reflect its context and professionalism.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
