

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the City of Greater Bendigo. Please ensure that you read the instructions carefully, prior to submitting your application.

Attached is a position description which will provide information on the advertised position. If you require any further information regarding this position, please contact **Dell Wyatt, Nominated Supervisor (Annie Galvin Early Learning Centre), Phone: (03) 5441 2307.**

Applications must be received by close of business **Monday 2 November, 2020.** Applications will be short listed for interview based on the responses to the key selection criteria. Applications should be marked 'Confidential' and may be submitted by:

Website: www.bendigo.vic.gov.au/About/Working-at-the-City-of-Greater-Bendigo/Current-vacancies - Use the **Apply Now** section for the appropriate position and follow the prompts (**Preferred option**)

Post: HR / Recruitment Officer
City of Greater Bendigo
PO Box 733, BENDIGO 3552

In person to: 15 Hopetoun Street, Bendigo

Please ensure that your application includes:

- A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted)
- Covering letter
- Identification of the preferred site
- A statement addressing each key selection criteria

Please note: if your application is successful we will require the following documents prior to commencement:

- Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- Photo Identification, i.e. Current Driver's Licence, Passport
- If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa

For further information on Bendigo, please visit our website at www.bendigo.vic.gov.au

Thank you for your interest in this position; we look forward to receiving your application.

**The City of Greater Bendigo aspires to be a values driven organisation
Working together to be the best we can for our community**

Our Values: We Lead, We Learn, We Care, We Contribute, We Respond, We Respect

<u>POSITION TITLE:</u>	EARLY CHILDHOOD EDUCATOR - DIPLOMA
<u>EMPLOYMENT STATUS:</u>	FULL TIME, TEMPORARY PARENTAL LEAVE REPLACEMENT
<u>CLASSIFICATION:</u>	BAND 4
<u>SALARY RANGE:</u>	\$61,690 - \$66,596 PRO RATA + SUPER
<u>UNIT:</u>	COMMUNITY WELLBEING
<u>DATE REVIEWED:</u>	SEPTEMBER 2019

THE UNIT:

The Community Wellbeing Unit delivers integrated policy, planning, programs, services and infrastructure improvement for children, young people and older adults living across the City with the primary aim of improving their health and wellbeing. These initiatives are delivered utilising funding from clients, Council, the Commonwealth and/or State government.

A significant component of the unit's role over the next few years will be to work with Council and staff in responding to a rapidly changing external policy environment in both the community based aged, disability and early year's sectors.

POSITION OBJECTIVES:

- Contribute to the maintenance of an effective, efficient, quality child care service which provides a safe, secure environment and meets the needs of the community of the City of Greater Bendigo.
- Plan and implement an emergent curriculum which provides for the physical, emotional, developmental and social needs of children in care.
- Be aware of the impact of environment and energy sustainability and assist with recycling and consideration of resources within the centre.
- Operate according to the guidelines, policies and regulations of the City, Commonwealth and State Governments.

KEY RESPONSIBILITIES & DUTIES:

Specialist Duties

- Provide a caring and secure environment for all children in care in accordance with the National and Victoria Early Childhood Frameworks.
- Plan and implement a range of educative experiences and routines, which reflects the needs of the group in general and promotes the individuality of each child.
- Ensure that programs reflect best practise in regards to access, inclusion, safety and environmental aspects of life.
- Maintain confidential child development profiles/portfolios and provide rationale of program selection.
- Evaluate the child care program and make recommendations to the Nominated Supervisor/Educational Leader which will assist in the development of strategies to ensure continuous improvement of the service.

Organisational & Unit Duties

- Assist in the development and review of service policies to ensure that childcare is operating as a quality service.
- Supervise and provide leadership to childcare assistants, students and volunteers in immediate work area, maintaining high levels of work standards and fostering a team approach.
- Be aware of the administration of the centre, computer systems, software programs and Childcare Management System.
- Be aware of and assist in the implementation of Council policies, State Government Guidelines and/or Act, regulations, and Commonwealth Department of Family and Community Services policies.
- Work through and implement the quality assurance indicators associated with the National and Victorian Early Years reforms.
- Adhere to human resources, occupational health and safety and risk management policies, procedures and practices.
- Participate in the promotion and development of Council's Early Years Services by attending staff meetings, relevant in-services, fundraising and social events as required.
- Actively communicate within the Service and utilise avenues for communicating ideas and concerns to management.
- Make recommendations to the Nominated Supervisor regarding the child care budget.
- Ensure an optimal standard of hygiene and safety is maintained in relation to all aspects of the children's daily care and environment.

- Actively ensure the presentation of the centre is maintained at an appropriate standard for parents and the wider community.
- Participate in Council's annual appraisal system.
- Ability to interchange with staff in other centres within the business unit.
- Ability to attract parents and volunteers to participate in program planning and implementation, quality assurance, social and educational activities.

Community Liaison

- Maintain a customer focussed attitude.
- Liaise with and provide support for parent users.
- Ensure parents are kept up to date on information regarding their child's/children's time spent in education and care.
- Create community links and networks between individuals and families both within the service and the community.
- Promote the philosophy of the Early Years Services team.
- Ensure that accurate promotional material is available and distributed.
- Assist in the development of avenues for consumer input into service planning and evaluation.

Occupational Health and Safety (OH&S)

- Responsible for compliance with OH&S regulations relevant to the tasks performed.
- Provide a safe working environment for the community and private property whilst engaged in work practices.
- Provide a safe working environment for self and fellow workers.
- Participate and complete relevant risk assessments and other OH&S documentation as required.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Centre Nominated Supervisor
Supervises:	Education and Care Certificate 3 staff, students and volunteers (when required).
Internal Liaisons:	Coordinator Early Years, other Education and Care Coordinators, Education and Care staff, Maternal and Child Health staff, Community Services staff and other City employees.
External Liaisons:	Clients/families, Child Care networks, inclusion support Agencies, DEECD, educational institutions, students and volunteers, general community, resource bodies.

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for the planning and implementation of a quality program within the education and care service.
- Responsible for the appropriate care and referral of children with additional needs.
- Responsible to report directly to the Nominated Supervisor any concerns related to the health and wellbeing of any child attending the service.
- Responsible for assisting in the collection of payments from the clients.
- Work in accordance with the National Education and Care Act 2010 and National Education and Care Regulations 2011 and relevant standards and procedures.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.
- Provide information to clients and information and support to more senior employees as required.

JUDGEMENT & DECISION MAKING:

- Work objectives are well defined but there is a requirement to make decisions regarding the particular method, process and equipment to be used by selecting from a range of available alternatives.
- Judgement made in accordance with the legal requirements of a Qualified Educator.
- Guidance and advice are always available within the time available to make a choice.
- Judgement may be required in emergency situations, i.e. accident, illness.

SPECIALIST SKILLS & KNOWLEDGE:

- Knowledge of child development and appropriate curriculum planning for young children.
- Sound knowledge of the National Education and Care Act 2010 and National Education and Care Regulations 2011.
- Basic knowledge of the Commonwealth Childcare Benefit system and Childcare Rebate.
- Knowledge of the Information Privacy and the Health Records Act.
- An understanding of the relevant technology, procedures and processes used within the Community Services unit.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- An understanding of the goals of the Community Services unit and an appreciation of the goals of the wider organisation.

- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents and previous decisions.

MANAGEMENT SKILLS:

- Necessitate skills in managing time, planning and organising one's own work.
- Ability to assist in ensuring maximum utilisation of the centre.
- Basic knowledge of personnel practices and be able to provide employees, volunteers and students under one's supervision with on-the-job training and guidance as required.
- Ability to supervise and support students and volunteers as required.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Sound interpersonal skills to effectively deal with children, parents, staff and the general public.
- Ability to present and explain a program which is clearly understood by staff and parents; evaluating programs; recording observations of children and assessing students on placement.
- Ability to demonstrate flexibility, innovation and initiative.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from children, parents, members of the public, volunteers, students and other employees in the administration of well-defined activities and in the supervision of employees, volunteers and students where applicable.
- Proven skills in written communications to enable the preparation of routine correspondence and reports.

QUALIFICATIONS & EXPERIENCE:

- Diploma of Community Services (Child Care) or equivalent (e.g. Associate Diploma of Social Science (Child Care), Diploma/Degree in Early Childhood).
- Level 2 First Aid and Anaphylaxis accredited certificate is mandatory.
- Demonstrated experience in the care and supervision of preschool children.

Additional Information

- As part of the City's Recruitment and Selection and related policies, a Pre-Employment Medical, a satisfactory Police Record check and Working with Children check is required for this position.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

- On a needs basis and in response to organisational requirements, the City's Early Childhood Educators will be relocated to other childcare centres within the City.
- You may be provided with or use equipment that contains electronic monitoring devices.

KEY SELECTION CRITERIA:

- Sound experience in the care and supervision of infants and children up to school age.
- Ability to plan and implement an emergent program taking into account the individual needs of the children in care which is based on sound knowledge of child development.
- Sound knowledge of the Education and Care reforms associated with National Education and Care Act 2010 and National Education and Care Regulations 2011.
- Knowledge of legal aspects of child care, i.e. duty of care, confidentiality and the Information Privacy & Health Records Act.
- Good communication skills and demonstrated ability to deal with the public.