1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

This position applies to Ballarat City Council’s Children’s Centres. The services within this are Girrabanya Children’s Centre, Wendouree Children’s Services, Ballarat Aquatic and Lifestyle Centre Childcare Centre and Ballarat City Occasional Child Care.
From a Health and Safety perspective the City of Ballarat requires the following:

**All Employees and Volunteers**
- Follow City of Ballarat policies and procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

**Family & Children’s Services** Values are based around the organisation’s values of Leadership, Loyalty, Excellence and Outcomes:

<table>
<thead>
<tr>
<th>LEADERSHIP</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism. Best Practice. Professional Development. Positive Change Management</td>
<td>Actions reviewed, implemented. Goals achieved and evaluated</td>
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<table>
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<tr>
<th>LOYALTY</th>
<th>EXCELLENCE</th>
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<tbody>
<tr>
<td>To provide the best possible outcomes for our families and our community. Support within our team</td>
<td>Quality Improvement Plans. Service Improvement Plans. Action Plans. Awards/Recognition. Best Practice</td>
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2. **POSITION OBJECTIVES**
- To provide secure, safe and stimulating care to children and to assist in the smooth running of the Centre.
- To treat each child with respect and dignity and to acknowledge the individual values of the families.

3. **KEY RESPONSIBILITY AREAS**
- To assist in the implementation, development and review of the program which includes a diverse and interesting range of activities and routines appropriate and responsive to the needs of children in long term care and to actively participate in the programs.
- Maintain attractive and safe indoor and outdoor environments and alert qualified staff or the Co-ordinator to issues requiring attention.
- Communicate effectively, co-operatively and empathically with parents, guardians and work colleagues about relevant aspects of children’s behaviour, wellbeing and development in consultation with a qualified staff member or Co-ordinator.
- Work as part of a team to achieve the best outcomes for the children in your care and to meet the National Quality Standards.
POSITION DESCRIPTION

- Willingness to act as the Certified Supervisor in day to day charge of the operation in the absence of other suitable staff.

All Employees and Volunteers
- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Co-ordinator & Early Childhood Educator (Diploma) staff

Supervises: Students, Volunteers

Internal Liaisons: Family & Children’s Services Staff

External Liaisons: Client families and other child care professionals

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for provision of safe, secure care and appropriate programs for children.

6. JUDGEMENT AND DECISION MAKING

- Identify conditions and incidents requiring emergency attention and use initiative in arranging such action.
- Ensure children’s environment is safe and secure and use initiative in removing hazards and protecting children from danger.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of Education and Care Services National Regulations 2011.
- Knowledge of the National Quality Standards.
- Understanding of the Early Years Learning Framework (State & Federal).

8. MANAGEMENT SKILLS

- Assist qualified staff members in implementing appropriate programs and routines for children.
- Effectively utilise resources - personnel, equipment and materials.
9. **INTERPERSONAL SKILLS**

- A demonstrated capacity to relate to young children.
- Capacity to develop co-operative relationships with colleagues, parents and staff from related agencies.
- Contribute to a positive sense of teamwork through effective communication

10. **QUALIFICATIONS AND EXPERIENCE**

- Certificate III in Children’s Services
- Working with Children Check

11. **SELECTION CRITERIA**

- Recognised Certificate III qualification.
- Capacity and willingness to work as part of a team.
- Capacity to cater for individual needs of children in relation to routines and operation of the Centre.
- Excellent communication and interpersonal skills.
- Capacity to contribute to the development of quality children’s services provision.
- Understanding of Education and Care Services National Regulations 2011, Early Years Framework and National Quality Standards.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

**Desirable**

- Experience in children’s services provision