

POSITION DESCRIPTION



DEPARTMENT: Childcare Services

POSITION TITLE : Manager – Childcare Centre

HOURS OF WORK : 38hr wk

SALARY : \$50,585 - \$52,798 + 9% superannuation. Attractive salary packaging available via non taxable fringe benefits of \$16 K and other non taxable employer sponsored child care.

DATE : 21st August 2008

POSITION OBJECTIVES

To support and enhance the efficient and effective management, planning, development, implementation and review of Northside Community Service's Childcare program

KEY RESPONSIBILITIES

Responsible for the overall management and administration of the service with the following indicative duties:

1. Manage the day to day operations of a childcare centre.
2. Supervise the implementation of developmentally appropriate programs for children
3. Recruit staff in accordance with NCS policies, procedures and guidelines.
4. Ensure that the centre or service adheres to all relevant regulations and statutory requirements
5. Ensure that the centre or service meets or exceeds quality assurance requirements
6. Liaise with families and outside agencies
7. Formulate and evaluate annual budgets and ensure the centre operates in a financially viable manner.
8. Provide professional leadership and development to staff
9. Develop and review policies and practices for the centre or service in accordance with NCS policies, procedures and guidelines
10. Ensure all appropriate actions are taken to observe the Occupational Health and Safety Act, relevant Regulations and Northside Community Services OH&S and Risk Management Policies and associated procedures

11. Produce reports, documents and statistics as required and directed

12. Other duties as directed

ORGANISATION RELATIONSHIP

Reports to : Executive Manager, Childcare Services

Supervises : Staff, students, volunteers

Internal Liaison : Volunteers, Staff, CEO, Board of Management

External Liaison : Clients, families, and Childcare related Government agencies.

QUALIFICATION AND EXPERIENCE

- Relevant Degree, or AQF Advanced Diploma, or Diploma in Children's Services.
- A minimum of 3 years experience in a senior role in childcare,
- Current First Aid Certificate

KEY SELECTION CRITERIA

1. Demonstrated ability in the management and administration of a childcare centre
2. Demonstrated experience in ensuring service meets or exceeds quality assurance requirements
3. Demonstrated experience in leading teams and managing staff
4. Demonstrated experience in formulating and evaluating annual budgets
5. Demonstrated experience in ensuring a safe environment is maintained for both staff and children inclusive of adherence to health and safety regulations
6. Current First Aid Certificate
7. Commitment to the implementation of the principles of workplace diversity, participative work practices and occupational health and safety

GENERAL INFORMATION

1. A performance agreement and learning and development plan is to be developed within three (3) months of appointment. The initial performance criteria will be reviewed on an ongoing basis in the context of assessing achievement of strategic directions, key results and program outputs.
2. Employment is subject to Police Records Check and completion of probation period.
3. Organisational Values

Employees are expected to work within Northside Community Service's values to provide quality community service encompassing, commitment, professionalism, trust, equity, respect, openness, and enjoyment:

Commitment: Professional dedication to groups and individuals in the community or the workplace

Professionalism: Ethical and consistent behavior and organisational identity

Trust: Confidence and belief in each other and in oneself

Equity: Fairness, justice and equal access for all

- Respect:* To value others
- Openness:* Honest and open communication and appropriate responses in all aspects of our work
- Enjoyment:* Satisfaction and happiness in the Workplace