

Position Description



Title	Area Manager – Early Learning (North West Region)
Business Unit	Early Learning Services
Location	Broadmeadows
Employment type	Full time, Ongoing
Reports to	Executive Officer, Early Learning

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

- To lead Uniting's Early Learning services across the North West region. The region covers the northern and western Melbourne metropolitan region, from Deer Park to Sunbury and Ivanhoe.
- To provide operational management and lead an area based group of early learning services including centre-based and Early Childhood Intervention Services (KIS) and programs, provide expert knowledge about early childhood development and effective practices to increase participation.
- To provide leadership and operational support and advice. Contribute to business development and the Early Learning strategy and support Uniting's vision.
- To manage the service budgets, engage with stakeholders and facilitate key partnerships, whilst working closely and collaboratively with Coordinators and services to ensure exceptional quality outcomes for children and families.

3. Scope

Budget: Approximately \$6 million p/a.

People: Four Coordinators (direct reports) within the Area (Total Staff, approximately 350)

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4. Relationships

Internal:

- General Manager
- Executive Officer
- Early Learning Senior Leadership Team

External

- Commonwealth and State Funding departments: Department of Education and Training, Tasmanian Education and Care Unit
- Local Government Authorities and peak bodies
- National Regulatory Authority: Australian Children’s Education and Care Quality Authority (ACECQA)
- Parent advisory committees, schools, service providers and community groups.

5. Key responsibility areas

Service delivery:

- Provides professional leadership in the development and ongoing operation of integrated early childhood services and programs, which promote excellence in the care, education, health and wellbeing of young children, family support and the delivery of associated services.
- Ensures the provision of high-quality education and care service delivery for children and families within their area (including centre-base and Early Childhood Intervention Services) is achieved.
- Ensures that a culture of continual improvement is created and, working closely with the Coordinators, establishes performance targets for each centre and monitors and reviews on a regular basis.
- Provides early learning specialist and expert advice on issues to inform, implement and drive policy reforms and innovative practice.
- Working closely with the Communication and Marketing team and Coordinators, develops and implements marketing initiatives to promote Uniting’s services, to identify new opportunities, drive utilisation rates and increase performance, whilst maintaining excellent service levels.

Administration and finance

- Working closely with Coordinators, develops the area budget and provides recommendations and input into the development of the state-wide budget.
- Manages area budget in accordance with approved Uniting policies and requirements.
- Manages financial reporting and performance data for services and programs within the area and increases cost awareness of Coordinators and team members.
- Provides timely and accurate financial reports as required.

Quality and risk

- Ensures that service and program compliance meet with all legislative requirements, including the National law, relevant state/territory regulations, the National Quality Framework (NQF), Work Health Safety and Child Wellbeing and Safety initiatives.
- Champions consistent implementation of state-wide procedures, policies and protocols.
- Manages all incidents, complaints, and investigations and escalates in accordance to policies and procedures.
- Facilitates the administration and reporting requirements of state and national legislation and funding agreements.

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Leadership

- Ensures an evidence-based approach to achieve best practice outcomes.
- Provide solution focused options for the continuous improvement of program and service delivery.
- Leads the Coordinators and teams through the Uniting Early Learning Transformation Roadmap
- Provides input into the development and implementation of the Early Learning business strategy and translates the strategy into meaningful long-term operational plans for their areas.
- Ensures that operational plans cascade and are articulated into challenging, meaningful and achievable objectives for the Coordinators and their teams and monitors and reviews on a regular basis.
- Facilitates strategic direction and leadership in their designated area to successfully implement change, new initiatives and programs, whilst ensuring an uninterrupted service delivery.
- Contributes to the development of the Uniting Service Improvement Plan and ensures that this is implemented in their designated area.
- Leads workforce capability and development for the area, through professional practice leadership and delivery and ensures that the best talent is attracted, engaged, developed and retained.
- Ensures that a culture of high performing teams and individuals is created; celebrating success and addressing performance issues appropriately.
- Provides appropriate, direct, honest and constructive feedback and manages conflict in a positive and robust manner.
- Motivates the team; provides coaching, mentoring and professional support to Coordinators and team members in all aspects of people management and technical expertise.
- Ensures that a commitment to the continual professional development of self and others is established and works closely with the Early Learning Executive Officer and other members of the Senior Leadership Team to build capability, development plans and succession plans to ensure that talent is developed, leveraged and fully utilised across the region.

Stakeholder Engagement

- Builds strategic partnerships within the organisational context, ensures positive outcomes are achieved and innovative solutions are implemented to manage stakeholder's expectations.
- Acts as the ambassador for Uniting Early Learning services in the designated area and builds strategic relationships with relevant internal and external stakeholders.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Performance indicators

- **Achieves results:** Quality and timeliness of deliverables, work plans and objectives as agreed between the line manager and incumbent
- **Values alignment:** Exemplifies and promotes the values of Uniting, actively contributes to the enhancement of the values (both individually and within immediate team(s))
- **Teamwork:** Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.

7. Person specification

Qualifications

- Minimum qualification of Bachelor of Early Childhood Education (or equivalent)

Experience

- Extensive demonstrated and proven experience in a related role.
- Clear understanding of, and commitment to the principles of integrated and innovative practice, and multi-disciplinary service delivery, as applicable within early childhood education and care.
- Proven experience and ability to provide effective leadership and management across multi-sites and teams.
- Demonstrated experience and comprehensive knowledge, understanding and application of relevant government policies, legislation, regulations and standards and programs associated with the provision of early childhood services.
- Experience in the support and delivery of community services including policy development, implementing quality assurance systems and ensuring compliance with relevant legislation and standards.
- Excellent interpersonal communication, customer service and stakeholder management and demonstrated ability to work as part of a senior management team.
- Demonstrated experience in providing sound financial budget management and reporting practices.

Core selection criteria

- **Values alignment:** demonstrates and authentically promotes the values of Uniting
- **Strategic leadership:** provides strategic leadership and direction and builds a shared culture
- **Customer focus:** ensures that exceptional levels of customer service are achieved
- **Quality and risk:** demonstrates and understanding and application of quality improvement, risk identification and mitigation approaches
- **Business acumen:** demonstrates and understanding of how organisations work and drives business excellence
- **Develops self and others:** creates an environment of continual learning for self and others

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8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		