

# Position Description



<b>Title</b>	Early Learning Coordinator
<b>Business Unit</b>	Early Learning Services
<b>Location</b>	Wimmera
<b>Employment type</b>	Full Time
<b>Reports to</b>	Area Manager

## 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

The Early Learning Coordinator is responsible for the efficient coordination and management of a group of children's services and funded programs, and supports the ongoing operation of these services working collaboratively across the area to ensure that Uniting maintains integrated, innovative services that are responsive to the needs of children and families within local communities.

The Early Learning Coordinator works in collaboration with the management team to ensure the provision of high quality services that are: inclusive, flexible, comply with the Victorian Children Services Act 1996, National Legislative Framework including Education and Care Services National Law and Regulations, as well as the National Quality Standards including the State and Federal Government Early Years Learning and Development Frameworks.

## 3. Scope

### Budget:

- Program budget for Wimmera portfolio of Early Learning Services, Preschool Field Officer Program and Kindergarten Inclusion Support Program.

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# Position description

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### People:

- Early Learning Educators
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## 4. Relationships

### Internal:

- Executive Officer of Early Learning, Area Managers, other Coordinators, Practice Manager Quality and Compliance, Program and Projects Delivery Manager, Rural Educational Leader, Service Leads (Team Leaders/Centre Directors), Educators.

### External

- Australian Children's Education and Care Quality Authority (ACECQA)
  - Commonwealth and State Funding Departments, Department of Education and Training, Department of Health and Human Services
  - Local Government Authorities and peak bodies
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## 5. Key responsibility areas

### Service delivery

- Ensures services operate effectively within the regulatory and legislative frameworks and funding guidelines to meet the needs of local families and communities.
- Receives and contributes to the processing of all licensing applications and makes recommendations to the Area Manager for approval.
- Ensures all relevant documentation is accurate and is provided to the regulator in a timely manner.
- Participates in, and contributes to the policy review committee.
- Contributes to and supports the development of organisational systems, policies, procedures and practice guidelines to ensure implementation, compliance and consistency of practice.
- Provides advice, support and resources to each early learning service, staff and Parent Advisory Groups/Committees (or as otherwise known in each Area).
- Works closely with the Early Learning Practice Manager, ensures that all educators are proficient in developing play based educational programs that meet the individual needs of the children within the programs, and all relevant legislative requirements.
- Visits services on a regular basis to ensure OH&S, quality and legislative requirements are met.
- Quality Control: Quality Improvement Plans and assessments and ratings.
- Liaises with the Department of Education and Training, ACECQA, funding bodies and other professional services in relation to current early childhood issues.
- Attends parent advisory group/committee meetings on a regular basis, where required.
- Develops constructive and respectful relationships with parents, families and children and engages with them on a regular basis.
- Advocates on behalf of families for children, especially those experiencing vulnerability to ensure children can fully participate in programs.
- Represents Uniting at relevant functions, meetings, seminars etc; both during and outside normal working hours as necessary
- Encourages and supports linkages between service groups and the early learning services of Uniting.

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- Develops and maintains effective, relevant sector and Local Government early learning networks.
- Designated service group KIS – Develops constructive and respectful relationships with Kindergarten services.
- Working closely with the Executive Officer of ELS, Area Manager and the Communication and Marketing team, develops and implements marketing initiatives to promote the services of Uniting to identify new opportunities, drive utilisation rates and increase performance, whilst maintaining excellent service levels.

### Administration and finance

- Contributes to budget development and acquittal processes.
- Ensures that all programs operate efficiently and are financially viable.
- Where relevant, supports the parental advisory groups/committees to responsibly manage service, and where appropriate fundraising budgets.
- Coordinates funding and grant applications opportunities to maximise income generation and quality outcomes.
- Designated service group KIS - Oversees non recurrent funding applications
- Provides financial reports and data to all relevant stakeholders, as required.

### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting’s values.
- Contributes to recruitment activity and coordinates induction and orientation of service and program staff.
- Ensures that all educators fully understand their current obligations under all Uniting Victoria and Tasmania OH&S Policies and Procedures.
- Mentors and motivates educators and program staff to provide innovative and high quality educational programs and services.

### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

### 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.

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- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- 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.

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### 6. Performance indicators

- **Achieves results:** Quality and timeliness of deliverables, objectives and work plans as agreed between 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

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### 7. Person specification

#### Qualifications

- ACECQA recognised tertiary Early Childhood qualification such as a Diploma of Teaching (Early Childhood), or other relevant Early Childhood training / experience
- ACECQA recognised First Aid Qualifications (HLTDAID004)
- Current National Police record check
- Victorian Working with Children's Check or Victorian Institute of Teaching (VIT) registration
- Current Drivers Licence

#### Experience

- Demonstrated understanding of, and experience with early childhood educational programs and early childhood relevant development in an early childhood setting.
- A comprehensive understanding of *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2012*.
- A robust working knowledge and practical application of the National Quality Standards.
- Demonstrated understanding and experience of the current State and Federal Government funding requirements and agreements.
- Competent in program administration and system development.
- An ability to prepare comprehensive reports and to maintain concise records.
- Strong leadership skills with demonstrated experience in facilitating change.
- Ability to manage time effectively and to cope with rigorous deadlines.
- A sound discipline knowledge including the underlying principles of early years gained through experience, education and / or training

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### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values .
- Service and Program Delivery: Proven capability to develop and deliver high quality services and implement service improvement strategies and plans.
- Quality: Demonstrated ability in the planning and delivery of education and care services that provide quality outcomes for children and families
- Leadership: Strong leadership skills, courage: highly experienced in people management with the capability to contribute to building a team focused on high quality service provision
- Risk and Compliance: Demonstrated understanding of risk identification and mitigation approaches.
- Business Acumen: Demonstrated ability to interpret and apply legislation, financial administrative practices and procedures in a service delivery environment.
- Stakeholder Engagement: Highly skilled in stakeholder management and establishing new relationships with a broad range of stakeholders and service providers.

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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.**

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### 9. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>