

Position Description

Title:	Program Support Officer
Business unit:	Kindergarten Inclusion Support (KIS), Early Learning
Location:	As per employment agreement
Employment type:	As per employment agreement
Reports to:	KIS Program Manager

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

1. Position purpose

The Kindergarten Inclusion Support (KIS) program supports the access and participation of four- and three-year-old children with a disability and high support needs into inclusive kindergarten programs. The KIS program provides assistance to ensure that children participate fully in all aspects of the kindergarten program.

This position will support the KIS Program Managers in the administration functions / aspects of the KIS program. The Program Support Officer will be required to liaise with internal teams / departmental areas within Uniting, Additional Assistants and external stakeholders, and to ensure our program is concurring within the Department of Education Guidelines.

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KIS Program Support Officer

2. Scope

Budget:

Nil

People:

Nil

3. Relationships

Internal

- KIS Senior Manager
- KIS Program Managers
- KIS Recruitment & Placement Officers
- KIS Administration Support Officers
- KIS Additional Assistants
- Uniting internal staff.

External

- Early childhood professionals
 - Other professionals (e.g. Dept. of Education, event organisers etc.)
 - External stakeholders.
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4. Key responsibility areas

Program support and administration:

- Carry out administrative duties that support operational needs for the program.
- Assist with the maintenance of file registers and centralised filing systems as required.
- Develop and maintain accurate records for the program
- Develop and maintain office systems necessary for effective, efficient and accountable administration.
- Provide administrative support to the program including preparing and sending communication
- Establish and maintain required computer-based spreadsheets including all Microsoft Office programs and established and developing data bases
- Maintain program data and statistics to produce relevant, accurate and timely reports.
- Collate and record Additional Assistant time sheets to be forwarded to payroll in a timely manner in consultation with Program manager and consulting with payroll as required
- Assist with the registration, set-up and wind-up of site events, forums and meetings as required, including catering arrangements.
- General administrative support with recruitment and onboarding of new staff and continued communication and support to existing staff.

People and teams:

- 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.
- Liaise and provide support to the KIS Program as needed across all regions.

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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.
 - 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.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and / or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation.
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5. Performance indicators

- Meeting deadlines in core tasks that may impact on the KIS program meeting funding obligations for the Department of Education (DE).
 - Support the creation and maintain required computer-based spreadsheets.
 - Ensure accuracy within the role when sending information and maintaining program records.
 - Meet deadlines in core tasks that may impact of the KIS program meeting funding obligations for the Department of Education.
 - Timely preparation of reports and maintenance of records.
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6. Person specification

Qualifications

- Diploma in Business Administration, or equivalent qualifications or experience.

Experience

- Demonstrated experience working in a similar role and / or
- Demonstrated experience working in complex work environments or large organisation.

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Well-developed interpersonal, high level verbal and written communication skills.
- Demonstrated ability to work collaboratively as part of a team and awareness of the importance of teamwork.

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- Ability to work well both autonomously and as part of a team.
 - Experience working within an organisation undergoing growth and change.
 - High level of competence in program administration and system development, with an attention to detail.
 - High level of computer literacy, ability to prepare reports and maintain records.
 - Well-developed computer skills in the complete Microsoft Office package and data entry systems.
 - Demonstrated capacity to relate to a range of stakeholders including, internal staff, kindergarten staff and early learning professionals.
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7. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: