Melton City Council

Preschool Field Officer

Position Description

PD: 00332

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Preschool Field Officer
Directorate	City life
Business Unit	Child, Families and Youth
Position Classification	PSFO Level 1/2
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Preschool Field Officer Service Lead
Supervises	Nil
Internal liaisons	• Child, Families and Youth Staff • All other council departments
External liaisons	• State and federal funded government agencies • State funded Kindergarten and childcare services • Families accessing state funded kindergarten services • Local primary schools • Other Council and external agencies

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Deliver the Preschool Field Officer (PSFO) program to state funded kindergartens in line with the PSFO guidelines.
- Work closely with the early childhood educators to enhance their capacity and confidence to provide an inclusive program that is considerate to the needs of all children.

5. Key responsibility areas

- Provide a variety of consultancy supports, information, and resources, to early childhood educators to inform inclusive programs for children within the kindergarten environment.
- Identify referral pathways and link families to a range of child and family supports, including more specialised assessments and services when necessary.
- Support educators' confidence and capacity to build relationships with families and navigate difficult conversations about children's learning and development.
- Build professional partnerships and collaborative relationships with kindergarten educators and other relevant professionals.
- Work as part of a team to manage, prioritise, and action referrals in a timely manner and maintain accurate and detailed records of support within data management systems.
- Actively promote the PSFO program to funded kindergarten programs, families, within appropriate networks and to relevant services to work towards funding targets.

6. Accountability and extent of authority

- Work as part of a team to provide the day-to-day operation and delivery of the PSFO program in accordance with the PSFO guidelines.
- Represent council to various stakeholders.
- Maintain accurate and confidential client information.

7. Judgement and decision making

- Make and implement day to day decisions within the PSFO guidelines.
- In conjunction with the PSFO team and PSFO Service participate in ongoing planning, development and implementation of policies and procedures.
- Continuous improvement of the program through personal reflection, consultation, and feedback.
- Identify referral pathways and act accordingly.

8. Specialist skills and knowledge

- Ability to act as a consultant, mentor, coach, and advisor to early childhood educators.
- A proficient understanding of the PSFO guidelines, The National Quality framework (NQF) and the Victorian early years learning and development framework (VEYLDF)
- Excellent knowledge of child development and an ability to use observation, discussion, and reflection to support children's learning and skill development using a strength-based approach.
- A good understanding of the diversity within the community and ability to adapt and respond accordingly.
- An understanding about trauma and its impact on child development and a solid knowledge base about trauma informed practices.
- Skilled at building collaborative relationships with early childhood educators and external stakeholders.
- Knowledge and experience in the use of computers and a range of software applications.

9. Management skills

- Ability to effectively manage time, set priorities, plan, and stay organised to maintain a caseload of clients in accordance with funding and service agreements.
- Ability to work as part of a team.

10. Interpersonal skills

- A commitment to delivering an excellent standard of customer service.
- Highly developed communication skills, including written and verbal presentation skills.
- Ability to advocate on behalf of educators, families, and children.
- Proficient conflict resolution skills and ability to support educators with challenging conversations.
- Ability to build and maintain positive relationships with a diverse range of professionals and networks.
- Work collaboratively with and through early childhood educators in a manner that respects their ongoing relationship with the child and family.
- Liaise effectively with families, the broader community, colleagues, and external providers.

11. Qualifications and experience

- Degree in Early Childhood Education or regulatory equivalent.
- Additional qualifications in Special Education desirable.
- Demonstrated experience working in and implementing inclusive environments within early childhood programs.
- Current Victorian Institute of teaching (VIT) registration or current Working with Children Check.
- Current valid Victorian Driver's License.
- Level 2 First Aid certificate desirable.

12. Key Selection Criteria

1. Degree in early childhood education or regulatory equivalent. Current Victorian Institute of Teaching (VIT) registration or Current Working with Children Check and current valid Victorian driver's licence.
2. Demonstrated understanding of and experience in implementing inclusive environments within early childhood programs.

3. Highly established skills in coaching, mentoring, and developing collaborative partnerships with early childhood educators, professionals, and families.

4. Well-developed verbal and written communication skills and competence in delivering detailed and accurate reports, referrals, and information.

5. Demonstrated ability to independently manage caseload with highly developed assessment and referral skills including knowledge of referral pathways and local community supports to assist the inclusion of children in state funded kindergarten programs.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Child, Families & Youth	November 2025	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date