

POSITION TITLE AND NUMBER:	Early Years Educator – Diploma (396)
EMPLOYMENT STATUS:	Multiple Positions Available
CLASSIFICATION:	Band 4
UNIT:	Community and Environmental Health

THE UNIT

The Community and Environmental Health Unit comprises a large team of enthusiastic and dedicated staff. The unit champions the service delivery aspects of Councils' business, managing and delivering a range of community-based services that are funded wholly or in part from Council, the Commonwealth or State government. This includes people and family services and school crossing supervision. In addition, the Environmental Health team advocate, enable and mediate with and for the community, to protect community safety, promote and protect health, prevent the spread of infectious disease, ensure safe development and support the protection of our environments. Further information is found at our [website](#).

POSITION OBJECTIVE

- Contribute to the maintenance of an effective, efficient, quality childcare service which provides a safe, secure environment and meets the needs of the community of the City of Greater Bendigo.
- Plan and implement an emergent curriculum which provides for the physical, emotional, developmental and social needs of children in care.
- Operate according to the guidelines, policies and regulations of the City, Commonwealth and State Governments.

KEY RESPONSIBILITIES AND DUTIES

- Plan and implement a range of educative experiences and routines, which reflect the needs of the group in general and promotes the individuality of each child.
- Evaluate the childcare program and make recommendations to the Nominated Supervisor/Educational Leader which will assist in the development of strategies to ensure continuous improvement of the service.
- Supervise and provide leadership to the childcare assistants, students and volunteers in immediate work area, maintaining high levels of work standards and fostering a team approach.
- Work through and implement the quality assurance indicators associated with the National and Victorian Early Years reforms.
- Ensure parents are kept up to date on information regarding their child's/children's time spent in education and care.
- Actively communicate within the Service and utilise avenues for communicating ideas and concerns to the management.
- The employee is expected to undertake the role of Responsible Person / Person in Day-to-Day Charge when required, subject to appropriate training, experience and suitability.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Early childhood education, Microsoft Office suite, administration skills, food handling
Personal attributes:	Communication, teamwork, adaptable, time management, problem solving

ORGANISATIONAL RELATIONSHIPS

Reports to:	Centre Nominated Supervisor
Supervises:	Education and Care Certificate III staff, students and volunteers
Internal Liaisons:	City employees
External Liaisons:	Service authorities, support agencies, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and evidence of any required vaccinations are required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- This position may require a pre-employment medical assessment.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring device.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Certificate, Diploma qualification or knowledge and skills in in Diploma of Community Services (Child Care) gained through on-the-job training commensurate with the requirements of the position.
- Level 2 First Aid and Anaphylaxis accredited certificate is mandatory.

KEY SELECTION CRITERIA

- Relevant Diploma qualification.
- Sound experience in the care and supervision of infants and children up to school age.
- Ability to plan and implement an emergent program considering the individual needs of the children in care which based on sound knowledge of child development.
- Sound knowledge of the education and care reforms associated with National education and Care Act 2010 and National Education and care regulations 2011.
- Excellent customer service skills including the ability to deal with difficult customers.
- Sound verbal and written communication skills with the ability to record accurate notes and preparation of routine correspondence as required.
- Skills in managing time and planning and organising one's own work.

Position Demands	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>	<u>N/A</u>
	<5% of the time	5% - 33% of the time	34% - 66% of the time	>66% of the time	
Physical demands					
Sitting		✓			
Standing				✓	
Walking				✓	
Stairs/ climbing ladders		✓			
Squatting/ bending/ crouching				✓	
Neck movement				✓	
Trunk movement including rotation				✓	
Foot movement				✓	
Bilateral upper limb use - below shoulder height			✓		
Bilateral upper limb use - above shoulder height		✓			
Repetitive movement of upper limb	✓				
Gripping with hands			✓		
Fine motor skills		✓			
Reaching forward			✓		
Lifting - up to 10kg			✓		
Lifting - between 10kg and 20kg			✓		
Carrying – up to 10kg			✓		
Carrying – between 10kg and 20kg			✓		
Pushing/ pulling objects		✓			
Working in confined spaces	✓				
Exposure to hazardous noise					✓
Balancing / uneven ground		✓			
Exposure to vibration					✓
Exposure to extreme heat/cold and/or UV radiation		✓			
Exposure to airborne hazardous substances	✓				
Exposure to infectious diseases	✓				
Cognitive / Psychological demands					
Management of resources/personnel/financial/material		✓			
Verbal communication				✓	
Attention to detail or concentration				✓	
Reading/Written literacy				✓	
Numerical skills				✓	
Exposure to distracting stimuli				✓	
Working co-operatively with others				✓	
Performance of multiple tasks with time management skills				✓	
Exposure to sensitive or distressing content or events		✓			
Deadline pressures – activities are performed under time restraints		✓			
Dealing with challenging behaviours, including aggression or conflict with public		✓			
Task unpredictability				✓	
Frequency of decision making				✓	
Working remotely or in isolated work					✓
Other					
Vaccinations that may be required					

BAND 4 CLASSIFICATION DESCRIPTORS

Accountability and extent of authority:

- Provide information to clients and information and support to more senior employees as required.
- Responsible for supervising resources including other employees and/or regulate clients.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.
- The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

Judgement and decision making:

- Work objectives are well defined but there is a requirement to make decisions regarding the particular method, process and equipment to be used by selecting from a range of available alternatives.
- Quantification of the amount of resources needed to meet work objectives may be required.
- Guidance and advice are always available within the time available to make a choice.

Specialist skills and knowledge:

- An understanding of the relevant technology, procedures and processes used within the work unit.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- An understanding of the goals of the work unit and an appreciation of the goals of the wider organisation.
- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment.
- Proficient in the use of computer software including Microsoft Office suite.

Management skills:

- Basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance as required.
- Necessitate skills in managing time and planning and organising one's own work.

Interpersonal skills:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- Skills in written communication to enable the preparation of routine correspondence and reports as required.