

POSITION DESCRIPTION

Position Title	Childrens Services Centre Coordinator
Position Code	7225
Directorate	Community & Infrastructure
Work Group	Community Services
Position Classification	Band 8
Effective Date	November 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

To lead the delivery of high-quality early years education and care services in accordance with the National Quality Framework (NQF), Early Years Learning Framework V2.0 and all relevant legislations. The Children's Services Centre Coordinator will provide strategic leadership, ensure compliance and foster a culture of continuous improvement, reflective practice and child safety. The Children's Services Centre Coordinator will work with Manager of Community Services, Children's Services Centre 2IC and Educational Leader to manage the provision of quality early years education services in a competitive business environment according to the aims, objectives and regulations of Council, Commonwealth and State Governments, and be responsible strategy and policy development & implementation quality control and program development.

2. Working Relationships

Reports to	Manager of Community Services
Supervises	Children's Services Centre Coordinator 2IC Educational Leader Administration Team Leader

3. Key Responsibilities

3.1 Program and Project Management

3.1.1 Contribute to a comprehensive plan for children's services for the Rural City of Wangaratta and work cooperatively with other children's service providers, ensuring that the needs of the community are considered.

3.1.2 Lead the continuous improvement and ensure the service operates in accordance with the National Quality Framework and other legislative requirements.

3.1.3 Lead Educators to improve educational & developmental outcomes for children Ensuring planning and documentation align with Early Years Framework V2.0 and Victoria Early Years Learning Development Framework

3.1.4 Provide leadership and a strategic role in delivery of projects and development of plans, programs and special initiatives aimed at improving service quality and delivery.

3.1.5 Ensure the development of appropriate systems and data to support planning and control functions.

3.1.6 Maintain accurate records and use data to inform planning, compliance, and quality improvement.

3.1.7 Engage on an on-going basis with the Department of Education around sector priorities, undertaking investigation to determine priority areas for Rural City of Wangaratta Children's Services

3.1.8 Prepare reports and provide recommendations and advice for the Manager Community Services and Council with regard to planning and service provision for Childcare services

3.2 Policy Implementation and Evaluation

3.2.1 Lead the development and review policies, procedures and forward plans for the operation of the Centre to reflect the needs and requirements of the community, Council and Commonwealth and State Governments in consultation with the Manager of Children's Services.

3.2.2 Ensure compliance with the Education and Care Services National Law and Regulations and manage the process of audits and evaluation of the Centre as measured against its stated goals and objectives.

3.2.3 Identify and mitigate risks, ensuring a safe and inclusive environment.

3.3 Budget and Administration

3.3.1 Provide advice to the Manager of Community Services on issues relevant to the service.

3.3.2 Promote community awareness of the purpose of the Centre and the service which it provides.

3.3.3 Prepare reports and recommendations for Council and Manager of Community Services with regard to planning and service matters for the Centre.

3.3.4 Ensure that administrative procedures, record keeping, and reporting are carried out according to the requirements of the funding body and Council.

3.3.5 Provide Budget and Administration reports to the Manager of Community Services on as required basis.

3.5.6 Manage a system for the timely collection of fees, reporting and financial accountability, including maintaining systems that support transparency and responsiveness to community needs.

3.4.4 In consultation with the Manager of Community Services develop the Centre's budget through a process of planning and development, implementation and evaluation to ensure effective use of the Centre's resources.

3.4 Staff Management

3.4.1 Oversea staffing requirements of the service and assist in the recruitment and selection and induction of staff.

3.4.2 Ability to motivate staff, lead by example, mentor and motivate staff fostering a culture of learning and continuous improvement.

3.4.3 Review and develop performance plans for direct reports in accordance with the Staff Development Scheme, facilitating an appropriate training and professional development plan in order to achieve.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to undertake caring for and educating children, which may include lifting, bending, squatting & kneeling, etc.

4.3 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.4 Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

4.5 Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Manage the development and implementation of the service's budget and establishment of a fee schedule in conjunction with the Manager – Community Services on a period basis.

5.2 Ensure the Centre operates of in full compliance with the National Quality Framework Education and Care Services National Law and Regulations and other relevant government guidelines.

5.3 Responsible for the day-to-day management and administration of the Centre to reflect the objectives and key responsibility areas of the position.

5.4 Management of all staff employed at the service for the effective and efficient delivery of service within the area of responsibility.

5.5 Provide industry advice and feedback to the Manager Community Services for guidance and part justification for development and adoption of particular policies.

6. Judgement and Decision Making

6.1 Sound professional judgement based on experience and qualifications.

6.2 Provide advice to the Manager Community Services on matters relating to childcare including the implications of decisions which impact on the centre operations and policy development.

6.3 Identify and analyse risk and need to address any service gaps in the Centre.

6.4 Responsible for the strategic planning of the Centre with guidance from the Manager of Community Services.

7. Knowledge and Skills

7.1 Specialist Skills

7.1.1 Ensuring the quality, accuracy, consistency, and timeliness of strategic advice provided on Centre related issues

7.1.2 Provide exceptional and sound advice to the organisation to support delivery of industry best practice in the Centre.

7.1.3 Relevant financial and budgeting skills are required, as per outlined in

7.2 Management Skills

7.2.1 Proven ability to drive agile execution of day-to-day operations and continuous improvement initiatives at the centre, along with the management of critical projects and programs.

7.2.2 Demonstrated ability to manage and develop a childcare centre budget.

7.2.3 Demonstrated organisational and administrative experience within a childcare setting as well as the broader context.

7.2.4 Sound judgement and decision-making skills.

7.2.5 Demonstrate skills and experience in ability to achieve goals, taking account of organisational and external constraints and opportunities.

7.2.6 Ability to work closely with management and staff to create tactical and strategic plans.

7.2.7 A values-based leader, with strong integrity who can incorporate ethics and values into day-to-day operations.

7.3 Interpersonal Skills

7.3.1 Ability to demonstrate a high level of interpersonal skills and be able to discuss, negotiate and resolve issues with all levels of staff, Councillors, government agencies, etc.

7.3.2 Skills in problem solving and conflict resolution.

7.3.3 High level verbal and written skills.

7.3.4 Ability to provide leadership to the Children's Services team, including their motivation and development.

7.3.5 Ability to promote the principles of good people and governance management.

8. Qualifications and Experience

8.1 Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), or

8.2 Diploma of Early Childhood Education and Care (or equivalent).

8.3 Current First Aid, Anaphylaxis and Asthma Management certifications (ACECQA-approved).

8.4 Current ACECQA approved Anaphylaxis and emergency asthma management training, or willing to obtain.

8.5 Valid Working with Children Check and police check.

8.6 Accredited Child Protection Training or willing to obtain.

8.7 A demonstrated ability and experience in managing childcare centres

- 8.8** Demonstrated understanding of the National Quality Framework, Education and Care Services National Law and Regulations, and experience with Assessment and Rating.
- 8.9** Strong knowledge and understanding of child development and behaviour, current pedagogies and theories.
- 8.10** Familiarity with Government systems such as Child Care Subsidy (CCS), funding agreements and compliance reporting.
- 8.11** A business-oriented approach to the planning and development of services.

9. Key Selection Criteria

- 9.1** Minimum 3 years business-oriented approach to the planning and development of services.
- 9.2** Experience in the provision of childcare services with appropriate experience to understand key sector issues, challenges and appropriate initiatives for sector wide improvement.
- 9.3** Demonstrated knowledge of the Early Learning Framework Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care subsidy) (2018).
- 9.4** Demonstrated ability to prepare and monitor budget requirements.
- 9.5** Understanding of the operations of Long Day Child Care, Family Day Care and Kindergartens in a competitive environment.
- 9.6** Ability to operate in a team environment and provide leadership and direction to staff members.
- 9.7** Demonstrate experience in development and continuous improvement of children's services, including services offered to families and improvements in business operations.
- 9.8** A current First Aid certificate – Level 2, Drivers Licence, Police Check and Working with Children's Check.
- 9.9** Effective leadership and management experience including strategic planning that contributes to quality environments for children's learning and development.

9.10 Advanced written and verbal communication skills.

9.11 Ability to set and establish values for the service that reflect its context and professionalism.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
