

Position Description



Position Title	Kindergarten Project officer
Classification	Band 5
Position Number	New temporary role
Incumbent	
Directorate	Community Wellbeing
Department	Family and Community Services
Service Unit	Early Childhood Services
Date	July 2026
Prepared by	Tess Williams

Banyule Council	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high-quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community
Team Overview	Early Childhood Services (ECS) team within the Community Wellbeing directorate and Family and Community Services department delivers inclusive, high-quality early childhood programs that support children's development, family wellbeing, and community connection across Banyule. Early Childhood Services Philosophy Community is the foundation of what we do – The connection of our community spirit comes from upholding strong partnerships. We aim to exceed expectations and create a culture and environment that is welcoming, supportive, healthy, and safe for all those who we encounter. Building community strengthens the fabric of our education site and becomes a protective mechanism for all. Diversity is who we are - We build communities that celebrate difference and value inclusion and diversity as a lasting asset. Our approach aims to foster a world which values and embraces kindness, belonging, compassion and trust for all. We see our work as inspiring children to embrace diversity and difference. Every voice matters – We encourage all our community members including children, families, and educators to express their thoughts and feelings, empowering them to voice their opinion on matters that affect them. As educators, we are responsible for listening and responding authentically to achieve the best possible outcomes.

	Quality education changes the world – We want to create educational programs that enhance children’s ability to be critical thinkers who can solve problems and become the progressive thinkers of the future. We believe risk taking is a critical element, as it values the strength of thinking differently and acting in ways that challenge the norms. In achieving this, we commit ourselves to grow as educators because when we continue to grow in our thinking then children continue to grow in their thinking.
Position Objectives	To lead and support projects associated with the enhancement and continuous improvement of Banyule's Kindergarten Central Registration and Enrolment Service (CRES), ensuring policies, processes, communications, systems, and service delivery practices align with State Government reforms, legislative requirements, and Council objectives. The position will contribute to equitable, transparent and accessible kindergarten registration processes that support children and families to access funded kindergarten programs.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas	Project Coordination and Service Improvements • Coordinate and support projects associated with the enhancement of the Kindergarten Central Registration and Enrolment Service (CRES). • Assist in the planning, implementation and evaluation of projects arising from Best Start Best Life reforms, Pre-Prep implementation and Priority of Access changes. • Monitor project timelines, milestones and outcomes and provide regular progress updates. Policy Development and Review • Research, review and update policies, procedures and operational documents relating to kindergarten registration and enrolment. • Support continuous improvement initiatives through evidence-based recommendations and stakeholder consultation. Communication and Community Engagement • Develop and maintain communication materials including website content, forms, fact sheets and promotional resources. • Coordinate engagement activities with families, service providers and community stakeholders. • Support initiatives that improve accessibility of information for diverse and vulnerable families. Data Analysis and Reporting • Collect, analyse and interpret registration, enrolment and service utilisation data. • Prepare reports, briefing papers and recommendations to support operational and strategic decision making.
Organisational Relationships	Position Reports to: Early Childhood Services Community Liaison Officer Internal Liaisons: ECS Coordinator, Kindergarten team, ECS team, Centre Coordinators, Kindergarten teachers, educators, Early Years Outreach Officer, Pedagogical Leader, Maternal and Child Health Services, Communications team, Customer Service team, Community Wellbeing staff and coordinators, IT staff and strategic planning and research staff.

	External Liaisons: Department of Education, Kindergarten Service Providers, Early Years Managers, community organisations, CALD community groups, parents and families and other local government central registration teams.
Accountability and Extent of Authority	• Responsible for coordinating assigned projects and delivering agreed outcomes within approved timeframes. • Operates with a high degree of independence while working within established policies, procedures and legislative requirements. • Provides recommendations on policy, process improvement and project implementation for consideration by management. • Accountable for the accuracy and quality of reports, communications and project documentation. • Authorised to liaise directly with stakeholders regarding project activities and operational matters. • Refers matters involving significant financial, policy, legal or reputational risk to the supervising officer.
Judgment and Decision Making	• Exercises sound judgement in the interpretation and application of policies, procedures and Department of Education requirements. • Identifies issues, evaluates options and recommends practical solutions to improve service delivery. • Prioritises competing tasks and manages multiple projects within agreed deadlines. • Makes operational decisions within established guidelines and seeks guidance on complex or sensitive matters. • Uses data, research and stakeholder feedback to inform recommendations and decision making.
Specialist Knowledge and Skill	• Knowledge of project management principles and continuous improvement practices. • Understanding of kindergarten registration and enrolment processes within the Victorian early childhood sector. • Ability to undertake policy research, consultation, analysis and report writing. • Experience in stakeholder engagement, communications and community consultation. • Ability to collect, analyse and present data to support decision making. • Proficiency in Microsoft Office applications and corporate information systems.
Management Skills	• Well-developed organisational and project coordination skills. • Ability to manage multiple priorities and deliver outcomes within agreed timeframes. • Experience monitoring project milestones, risks and deliverables. • Ability to work independently while contributing effectively within a team environment. • Demonstrated ability to manage confidential and sensitive information appropriately.
Interpersonal Skills	• Excellent written and verbal communication skills. • Ability to build and maintain positive working relationships with a broad range of stakeholders. • Strong consultation and facilitation skills. • Ability to explain complex information clearly and sensitively.

	• Demonstrated commitment to customer service and equitable service delivery. • Ability to work collaboratively and positively within a team environment.
Qualifications and Experience	• Degree or Diploma in Public Policy, Community Development, Project Management, Early Childhood Education, Social Sciences, Business Administration or a related field, or equivalent experience. • Demonstrated experience in project coordination, policy development, service improvement or community engagement. • Experience preparing reports, policy documents, briefing papers and communication materials. • Experience working with data analysis and reporting systems. • Local Government or Early Childhood sector experience is desirable
Key Selection Criteria	
	1. Demonstrated experience in project coordination, service improvement, policy development or program implementation. 2. Well-developed research, analytical and problem-solving skills, including the ability to interpret data and develop evidence-based recommendations. 3. Excellent written communication skills with experience preparing reports, policies, procedures, briefing papers and communication materials. 4. Demonstrated ability to engage and consult with diverse stakeholders and build positive working relationships. 5. Highly developed organisational and time management skills with the ability to manage multiple priorities and competing deadlines. 6. Demonstrated understanding of equity, access and inclusion principles and their application in community services. 7. Sound computer skills, including experience using Microsoft Office applications and data management systems. 8. Knowledge of the Victorian early childhood sector, kindergarten registration processes and/or Best Start Best Life reforms is desirable.
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others whom may be affected by ones duties and actions. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.

Position Name

CM9 ID:

Last Updated: