Melton City Council

Parent Group Educator

Position Description

PD: 00153

A vibrant, safe and liveable
City accessible to all

CITY OF MELTON

1. Position details

Position Title	Parent Group Educator
Directorate	City Life
Business Unit	Maternal and Child Health
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Maternal and Child Health Team Leader
Supervises	Nil
Internal liaisons	• Maternal and Child Health Staff • Families and Children Staff • Other Council staff
External liaisons	• Maternal and Child Health Clients • Community Members • Medical and community agencies • Other Early Childhood services

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

- Facilitate Parent Group programs providing evidence-based information to both the coordinator and clients within the program.
- Manage the administration and planning of the groups.

5. Key responsibility areas

- Provide parents with evidence-based information, resources and support in the early years through the delivery of relevant parenting sessions.
- Provide parents with information on external early years services and programs in the community
- Connect with the Maternal and Child Health leadership team in the planning, delivery and ongoing evaluation of the all-parent group program's.
- Organise the scheduling, promotion and invitations for parenting groups.
- Effectively plan, facilitate and evaluate the Parent Group programs, providing recommendations to management to enhance and improve the programs for the communities' benefit.
- Prepare and present timely reports to management through the use of best practice and current industry trends, information and resources.
- Provide a safe, welcoming environment that supports peer to peer relationships and is inclusive of all parents from diverse backgrounds.
- Perform all duties in a manner that ensures personal health and safety and the safety of others
- Perform any other duties or responsibilities that are within the scope of the position, as required by management, in order to meet the need of the organisation, in accordance with applicable laws and organisational policies.

6. Accountability and extent of authority

- Demonstrated capacity to supervise resources with the freedom to act set by clear objectives and budgets with frequent consultation and regular reporting.
- Ability to provide specialist advice within scope of the role and qualification in accordance with close supervision or clear guidelines, where impacts of actions taken may be significant on individual clients subject to appeal or review.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Resolve problems using established procedures and guidelines and the application of professional knowledge and experience, solving occasionally complex issues with creativity and originality.

- Discuss with the Team Leader any issues around group dynamics, guest speakers, referral needs or concerns about the safety of children or parents attending the group.
- Ability to perform usually well-defined work through the selection of particular methods, processes or materials from a range of available alternatives.
- Guidance and advice are usually available within time to make a choice.

8. Specialist skills and knowledge

- An understanding of early childhood development and parenting issues relevant to the early years.
- Demonstrated understanding of organisational policies regulations and precedents.
- Skills in the delivery of group programs to families from diverse backgrounds including CALD families, same-sex families, Aboriginal and Torres Strait Islander families, families with disability, premature or unwell babies.
- Knowledge of the current best practices relevant to working with new parents and young babies.

9. Management skills

- Implement management decisions and changes to the program in a clear and precise manner.
- Demonstrated skills in time management, setting priorities, plan and organise own work within the available resources and timeframes to achieve set objectives.
- Ability to work both autonomously and collaborate with others in a team environment.
- Sound organisational and time management skills to ensure that all administration and documentation requirements are initiated and completed in a timely manner.

10. Interpersonal skills

- Maintain confidentiality on all issues relating to the organisation, clients and fellow colleagues.
- Excellent written and verbal communication and interpersonal skills including demonstrated experience in engaging with a wide range of internal and external clients.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Capability to write reports in field of expertise and/or prepare external correspondence.

11. Qualifications and experience

- Tertiary qualification in Early Childhood with little or no experience or lesser formal qualifications with work skills and relevant experience in Early Parenting.
- Group facilitation experience.
- Current valid Victorian Driver's Licence with access to a privately owned motor vehicle.
- Current employee Working with Children's check.

12. Key Selection Criteria

1. Tertiary Qualification in Early Childhood with little or no experience or lesser formal qualifications with work skills and relevant experience in Early Parenting.
2. An understanding of the early years of childhood and the issues and concerns of new parents.

3. Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.
4. Knowledge of current best practice relevant to working with parents, the early years of childhood and knowledge of the Maternal and Child Health program.
5. Skills in the delivery of group programs to families from diverse backgrounds including CALD families, same-sex families, Aboriginal and Torres Strait Islander families, families with disability, premature or unwell babies.

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

Manager Maternal and Child Health	August 2025	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date