northern beaches council

northernbeaches.nsw.gov.au

Position Description
Early Childhood Educator Cert III

Division	**Community and Recreation**
Business Unit	**Early Learning**
Grade	**NB C**
Job Code	**JC10038**

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division
Community and Recreation

The Community & Recreation Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The Division comprises of the following business units – Sports and recreation Services, Children's Services, Community, Arts and Culture; Customer Service; and Libraries.

Business Unit

Early Learning

Primary Purpose of the Position

Work collaboratively within a team to deliver high-quality, inclusive programs where child paramountcy underpins all decision-making, embedding child safeguarding and child safe practices to support the safety, health, wellbeing, education and development of children in accordance with the National Quality Framework, the Centre Philosophy, the Early Childhood Australia Code of Ethics and relevant legislative requirements.

Key Accountabilities

- Develop an understanding of the National Quality Framework, Education and Care Services National Law and Regulations, Early Childhood Australia Code of Ethics, NSW Child Safe Standards, child paramountcy, and organisational policies and procedures to support regulatory compliance and quality practice.
- Support a strong child safe culture by embedding child safeguarding practices, respecting children's rights and voices, maintaining professional boundaries, and following child protection, mandatory reporting and organisational procedures.
- Actively supervise children to promote their safety, health, wellbeing and development through responsive interactions and effective risk management.
- Build and maintain positive, respectful relationships with children, families and colleagues to support inclusive, responsive education and care to deliver best outcome for children.
- Support the implementation of educational programs aligned with the Early Years Learning Framework (EYLF), encouraging children's learning, development and wellbeing through play-based experiences.
- Contribute to a professional, collaborative team culture by sharing ideas, participating in reflective practice and supporting continuous improvement.
- Assist in maintaining a safe, inclusive and compliant service environment by following regulatory requirements, child safety reforms, digital technology requirements, and Work Health and Safety policies and procedures.

Key Challenges

- Establish, build and maintain positive, responsive, nurturing and supportive relationships given the diversity of children and their families.
- Ensure families understand the policies, procedures, codes of ethics, regulations and laws the service is bound by.
- Ability to work in an inclusive and dynamic work environment given the various challenges that require responsive, creative and resilient teams.

Key Internal Relationships

Who	Why
Managers	• Escalate issues and propose solutions • Receive guidance

Who	Why
Colleagues	• Develop and maintain effective working relationships and open channels of communication

Key External Relationships

Who	Why
Children and Families	• Form authentic partnerships with families to support children's development and learning outcomes • Ensure policies and procedures are communicated and understood by families
Support Agencies and organisations	• Cooperate with external agencies to support the inclusion of vulnerable children and meet children's additional needs
Community	• Cooperate with community groups to provide children with opportunities to participate in community events and access community services and resources

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Children's Services Director and Room Leader (Lead Educator)

Direct Reports

- N/A

Budget

- N/A

Essential Criteria

- Certificate 3 in Early Childhood Education and Care or equivalent (or successful completion within first three months of employment)

- First Aid Education and Care Certificate which includes Emergency Management of Asthma in the Workplace and Management of Anaphylaxis (or willingness to undertake within first three months of employment)
- Food Handling Certificate (or willingness to undertake training within the first three months of employment)
- Child Protection Certificate of Completion
- Sound knowledge of child development 0-6 years
- Ability to plan the provision of developmentally appropriate programs to foster and support the children's learning
- Complete National child safety training
- Working with Children Check

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here."

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	**Capability Name**	**Level**	**Focus Capabilities**
 **Personal Attributes**	Manage Self	Intermediate	**Manage Self**
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Adept	
	Demonstrate Accountability	Intermediate	
 **Relationships**	Communicate and Engage	Intermediate	**Community and Customer Focus**
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 **Results**	Plan and Prioritise	Foundational	**Deliver Results**
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 **Resources**	Finance	Foundational	**Assets and Tools**
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes **Manage Self**	Intermediate	Understands what needs to be done and steps up to do it Pursues own and team goals with drive and commitment Shows awareness of own strengths and weaknesses Asks for feedback from colleagues and stakeholders Makes the most of opportunities to learn and apply new skills
Relationships **Community and Customer Focus**	Intermediate	Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results **Deliver Results**	Foundational	Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard
Resources **Assets and Tools**	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets