

# Prom Coast Centres for Children Inc.

Reg. No: A0060784V ABN 70 956 155 799



30-32 Pioneer Street  
Foster  
VIC 3960

Tel: (03) 5683 9800  
Email: admin@pccc.net.au

<b>Position Title</b>	Director
<b>Employment Type</b>	Full Time
<b>Classification</b>	Childrens Services Award 6.9 (dependent on skills and experience)
<b>Responsible to</b>	Committee of Management
<b>Service Names &amp; Locations</b>	Prom Coast Centre for Children – Foster Prom Coast Centre for Children Out of School Hours Care – Foster

## KEY SUMMARY OF FUNCTIONS

The Centre Director is responsible for managing all aspects of the Programs operated by Prom Coast Centres for Children at Foster and provides leadership ensuring high quality education and care provision. This position provides supervision, direction and oversight to a team of staff at the Foster Centres.

The Director is responsible for the compliance with all relevant laws and educational frameworks governing Early Childhood, and overseeing the viability of the Foster Centre.

This position reports directly to the Committee of Management.

Services provided at the Foster Centre by Prom Coast Centres for Children include: long day care, integrated kindergarten programs for three and four year old children and Out of School Hours Care.

The Director is required to provide strong leadership and manage all aspects of the Foster Centre's operations with a particular focus on strengthening service collaboration both internally and externally with local stakeholders, government and community; and the development of multi-disciplinary, integrated service culture that promotes best practice and service excellence across the Foster programs.

The Director will liaise and work closely with the Early Years Manager at Prom Coast Centres For Children Inc. to share knowledge, ideas and synergies between the services.

## KEY ACCOUNTABILITIES AND DUTIES

### *Leadership*

- Develop and maintain a learning community within the services where there is a culture of reflective practice and ongoing learning to drive quality and continuous improvement.
- Build and develop a leadership team across all services to develop, deliver and monitor quality curriculum consistent with the EYLF, VEYLDF and NQS.
- Provide inspirational and professional leadership to build a culture of staff engagement and teamwork across all services.
- Act as a change agent and effectively lead and manage change of service programs.
- Lead and monitor the review of the Foster services philosophy in line with revised LDC, Kindergarten and OSCH Programs.
- Actively participate in Educational Leadership Group meetings and activities to support ongoing program improvement.

## **Quality Educational Programs**

- In partnership with the Educational Leaders, monitor and provide guidance and support to the educational teams to deliver high quality early childhood education and care programs for all enrolled children within the programs that is consistent with:
  - The service philosophy, policies and procedures
  - The National Quality Standards
  - Early Years Learning Framework; and
  - My Time, Our Place.
- Provide leadership and guidance to the COM around strategic decisions that impact on the Educational Programs.
- Ensure that quality of the educational programs delivered to families is of the highest standard and that targets are constantly monitored via the implementation of the quality improvement process.
- Ensure educational programs and interactions ensure rights of children are upheld and child protection is paramount.
- Provide knowledge of early childhood development, effective family support, effects of child vulnerability on child development, effective practices to increase participation of vulnerable and disadvantaged families ie: Early Start/Inclusion Support Services.
- Complete regular internal compliance audits to ensure service is up to date and effective monitoring is in place.

## **Staff Management**

- Develop and implement cost effective staff rosters that ensure ratio and qualification compliance (including managing staff replacements and approve leave requests.)
- Coordinate ongoing staff recruitment & induction programs to meet the needs of the programs.
- Monitor and manage staff performance inclusive of: probationary assessment, frequent supervision, annual (minimum) performance appraisal, and individual learning and development plans for all staff.
- Actively participate in performance appraisal process and continuing professional development planning.
- Monitor and support implementation of PCCC Culture and Values amongst staff.
- Support trainees (Diploma and/or Certificate III) study and assist their progress.
- Coordinate Monthly Staff Meetings and participate in Program Meetings as required to support Program Leaders.

## **Financial Management**

- Manage Foster Centre's finances and budgets in accordance with approved PCCC policies and requirements.
- Support educational teams to manage room resources in order to prioritise and direct finance to maximize the learning environments within budget.

## **Business Management**

- Oversee the Child Care Benefit and Child Care Management systems administration in accordance with Service policies and procedures in cooperation with Centres Administrator.
- Manage the day to day requirements of the Centres ensuring management and compliance with licensing and all statutory and quality assurance matters.
- Coordinate ongoing review cycle and version control of all approved policies and ensure schedule revision.
- Management, support and ongoing monitoring of projects to achieve PCCC strategic imperatives (Integrated Kindergarten, OSHC implementation).

## **Stakeholder Management**

- Prepare detailed Directors report and attend monthly Committee of Management Meetings.
- Oversee any parent complaints and effectively manage any escalated complaints or grievances as outlined in the Complaints and Grievances Policy.
- Effectively foster relationships that build the profile of the service within the wider community and with strategic stakeholders.
- Build on existing and develop new relationships with local early years' service networks, community and external agencies ie: South Gippsland Shire Council, Department of Education and Training, Integrated Family Services, Best Start, local service organisations.

- Engage with relevant government departments to ensure PCCC is meeting/exceeding Long Day Care and Integrated Kindergarten legislative requirements.
- Act as a professional, responsive and effective liaison point for parents, focusing on positive and reciprocal relationships with families keeping them informed of service management decisions.
- Oversee the preparation of all PCCC stakeholder communications
- Oversee the undertaking of and review and report on results of the Annual Family Survey to assess current and future service provision.

### **Occupational Health and Safety (OHS)**

- Implement and monitor effective OHS practices in accordance with regulations, legislation and Centre policy.
- Ensure Emergency Management procedures are updated, submitted and practiced regularly.
- Ensure Foster service's duty of care to children and their families is strictly maintained.
- Provide a consultative process for communication of OHS information, allowing employee input into WHS issues.
- Ensure staff are appropriately trained to meet the OHS requirements of their position and the Centre.

### **Organisational Representation**

- Actively support the organisation's mission, vision and values and positively represent the organisation to external contacts at all opportunities.
- Actively participate in and contribute to cross-organisation projects and activities.
- Encouraging feedback from colleagues, families and external stakeholders and utilise effectively to inform our services and support our programs.

## **SELECTION CRITERIA**

### **Qualifications**

- Tertiary Bachelor qualification in Early Childhood.
- Additional qualifications in Business/HR Management will be also viewed favourably.

### **Experience/Specialist Expertise**

- Thorough working knowledge of the following Frameworks and their role in informing best practice, governance and compliance in Education and Care settings:
  - Early Years Learning Framework
  - National Quality Standards
  - Education and Care Services National Regulations
  - Education and Care National Law
  - My Place, My Time (School aged care)
- Minimum 5 years' experience in a Senior Management Position (Director/2IC) in an Early Childhood Service (Long Day Care and Kindergarten) and evidence of having providing inspirational and decisive leadership.
- Ability to expertly advise the CoM on the development of policies, practices and service system response to achieve required outcomes.
- Clear understanding of and commitment to the principles of integrated and innovative practice, and multi-disciplinary service delivery, as applicable within early childhood education and care.
- Demonstrated experience and knowledge of children's and family services including relevant government policy, legislation and programs.
- Experience and knowledge of working with families, community groups, residents, external agencies, the broader community and all levels of Government.
- A sound knowledge and understanding of the principle of broader community development work.
- Competent and proficient in the use of a range of IT programs and applications including word processing and email.

## Knowledge and Skills

1. **People Management:** aligns team with the organisational values and goals through effective people management and modelling; maximises effectiveness by selecting, developing, managing and motivating a high performing team; clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development; ensures staff are effectively deployed through effective workforce planning practices.
2. **Strategic Planning:** thinks at the big picture level, entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames and translates strategic direction into day-to-day activities.
3. **Leadership:** builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals.
4. **Self-Management:** invites feedback on own behavior and impact; uses new knowledge or information about self to build a broader understanding of own behavior and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

## Personal Qualities

1. **Client focus:** listens to families; actively seeks to meet the needs of families and children; seeks ways to improve services and supports; committed to delivering high quality outcomes for families and the community.
2. **Creativity and Innovation:** generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements, reflects on experience and is open to new ways to improve practice.
3. **Decisiveness:** takes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
4. **Developing others:** actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks; appropriately delegates responsibilities to further the development of others.
5. **Teamwork:** cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.