



POSITION DESCRIPTION

Assistant Director Childcare

ASSISTANT DIRECTOR CHILDCARE

POSITION TITLE:	Assistant Director Childcare
POSITION NUMBER:	5028
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Assistant director, 2 year qualified, year 1
REPORTS TO:	Director Curry Kids
DEPARTMENT:	Community Services and Economic Development
LAST REVIEWED:	April 2025

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Assistant Director supports the Centre Director in the overall leadership of the Centre. Working closely with the Centre Director you will develop your leadership skills in early childhood service provision, coaching and mentoring a team of educators in their work with children and families. You will also help to build the capabilities of the team with the Centre Director and develop your business administration skills to gain a deep understanding and proactively contribute to the Centre's performance across all targets. Duties are designed to develop you to become an effective Centre Director.

REPORTING LINES

This position reports to the Director Curry Kids Early Learning Centre and liaises with internal and external stakeholders.

GENERAL DUTIES AND RESPONSIBILITIES



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- Responsible for the overall management of the Centre during the Centre Director's absence.
- Room support and relief as needed to maintain ratios.
- Providing support to Director/Nominated supervisor as required.
- Perform key management tasks including rostering, managing family accounts, wait-list management, purchasing and providing administrative support to the Centre Director as required.

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Maintain a safe environment for children, families, team members, and all visitors.
- Provide a high level of customer service to all who call or visit the centre including new family orientation.
- Capturing and processing data/new enrolments via appropriate software.
- Scheduling tours and managing the service calendar.
- Provide advice and seek out ways to improve operational efficiencies and project manage the implementation of such systems or processes.
- Seek out opportunities for grants available to the service, write grant applications and manage successful grants.
- Provide secretarial support for team meetings.
- Reporting and follow-up of centre maintenance.

KEY SELECTION CRITERIA

- Substantial experience as a Senior Educator or in a similar role
- Experience managing teams (desirable)
- Significant experience with Microsoft Office Suite, and general computer skills.
- Exceptional interpersonal and communication skills along with an optimistic attitude to work.
- Exceptional organisational skills to be able to work efficiently and in a systematic manner.
- Self-motivated individual, who is able to take ownership of the role and be able to complete projects and tasks with minimal assistance.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Applicants must have/be eligible to obtain a Blue Card for child-related employment prior to commencement.
- Current Police Clearance
- Current unrestricted Drivers Licence
- Current First Aid Qualification in accordance with ACECQA guidelines
- Diploma-level early childhood qualification

Desirable:

- Bachelor of Early Childhood



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WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date



REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Assistant Director Childcare

This schedule commences from 26 November 2022 and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package and conditions will include the following:

1. Commencement salary offered shall be \$80,000 per annum and is inclusive of all allowances unless otherwise listed. Overtime/TIL does not form part of this contract and must be approved prior to being worked.
2. Provision of unfurnished accommodation (rent free) in accordance with Council's staff housing policy. The employee is responsible for payment of bond, electricity, telephone connection and yard maintenance (unless otherwise negotiated). The employee is required to vacate the premises within 28 days after employment with Council ceases.
3. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government superannuation scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 10.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 1.5% of the ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions subject to conditions set down by the Australian Tax Office.
4. Five (5) weeks annual leave per annum (plus 17.5% leave loading) is available subject to sufficient accrual of entitlement and usually becomes available after 12 months of service. Accrued annual leave at any one time shall not exceed four (5) weeks.
5. A Rostered Day Off (RDO) is available each month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time shall not exceed five (5) days.
6. Ordinary hours of work are between 7:30 a.m. to 5:30 p.m. as rostered, Monday to Friday with 20 minutes paid rest pause and 30 minutes' unpaid lunch break. (8 hours less 0.4 hours towards the accrual of a monthly RDO).
7. Uniforms and protective clothing shall be supplied in accordance with Council policy.
8. All other conditions in accordance with the Cloncurry Shire Council Certified Agreement 2019 or Queensland Local Industry Award - State 2017, as varied.