



POSITION DESCRIPTION

Position Title:	Team Leader Early Years Operations		
Classification:	Band 7	Status	Full time maximum term
Group:	Community and Planning Services	Business Unit:	Active & Connected Communities
Reports to:	Coordinator Early Years		
Direct Reports:	Early Years Facilities Officer, Business Support Officer Early Years Operations	Date:	October 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Oversee the booking and enquiry processes, fees and charges framework, finances, invoicing, customer service, maintenance requests and general administration of users of integrated child and family centre's and kindergartens in Cardinia Shire buildings.
- Lead Early Years service planning and associated working groups or projects.
- Operate within a shared leadership framework actively contributing to the current and future direction of the Early Years team and broader business unit.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Undertake planning, research and project work required to ensure Capacity needs for kindergarten and other related early years services is being met in Cardinia Shire.
- Write and or/support grant applications as required and oversee all grant reporting and acquittals in line with grant requirements.
- Engage with stakeholders to support the delivery of quality early years outcomes.



- Prepare and review relevant documentation for Department of Education (DE) including reports, statistics, and other local data in a timely and consistent manner.
- Review, develop and implement effective and efficient: systems for user bookings; and frameworks for fees and charges.
- Play a key role in contributing to service planning requirements for three-year-old and four-year-old kindergarten in Cardinia.
- Oversee, forecasting, invoicing, refunds, bonds, and debt recovery.
- Oversee maintenance requests, project applications and works requests as they relate to Child and Family sites and kindergartens owned by Council.
- Maintain regular liaison with the Department of Education regarding the needs for kindergarten service planning.
- Contribute to Early Years Governance reporting and monitoring.
- Identify and embed opportunities for continuous and innovation.

Operational leadership

- Provide direct supervision to the Early Years Facilities Officer, and the Business Support Officer Early Years Operations and any other relevant staff to achieve their workplan objectives and to continuously grow and develop in their role.
- Oversee the performance of areas of responsibility for relevant staff.
- Act as the interface with DE regional Early Childhood Program and Performance Adviser and Regional Office where required.
- Oversee the performance and wellbeing of relevant staff in the team and implement strategies where required.
- Oversee Performance Development Review (PDR) process with relevant staff and ensure the progress of any performance management matters in conjunction with HR and management.
- Ensure all staff continue to embrace Activity Based Workplace (ABW) and organisation culture.
- Promote and model the ABW utilisation of workspaces.
- Raise issues with management and where possible provide ideas for practical solutions. Oversee effective recruitment of staff supporting new ways of involving key stakeholders in selection where appropriate.
- Keep abreast of Early Years reforms and trends to inform quality outcomes.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise and manage the day-to-day operations within integrated child and family centre's and kindergartens in Cardinia Shire buildings.
- Accountability for ensuring the quality, accuracy and operational effectiveness across early Years sites within Council.
- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in managing and delivering employee lifecycle support and initiatives.
- Proven detailed knowledge of early childhood education regulations, frameworks, and policy agenda
- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures has context menu
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to motivate and develop employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to develop and implement long term staffing strategies
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma with several years subsequent relevant experience OR lesser formal qualifications and extensive experience.
- Proven detailed knowledge of early childhood education regulations, frameworks, and policy agenda.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage business unit budgets effectively.

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Demonstrated knowledge and understanding of the issues impacting on children and families living in an interface/growth municipality.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of early childhood regulations, framework and policy agenda.
- Proven experience in a supervisory role.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time maximum term position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.