

Position Description

Early Childhood Educator – Diploma



Position Title:	Early Childhood Educator – Diploma	Directorate:	Community & Corporate Services
Position Number:	100342	Department:	Community
Employment Status:	Part Time	Position Type:	Childcare Educator
Employment Type:	Permanent	Location:	Berriedale/Benjafield Child Care Centres
Classification Structure:	Grade 1-3		
Reports to:	Child Care Delivery Coordinator		

PRIMARY PURPOSE:

This role is responsible for effectively delivering Glenorchy City Council's Child Care Connections program of professional services to children aged from birth to 7 years and their families.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Early Childhood Educator** reports to the **Child Care Delivery Coordinator** for all operational and management matters.
- The role is a key contributor to the Child Care Team and will liaise with other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, residents, visitors and contractors of the City of Glenorchy.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Accountabilities And Responsibilities

Operational / job specific	<p>Actively contribute and participate in the efficient, effective and flexible development and delivery of the program:</p> <ul style="list-style-type: none"> ▪ Ensure that parent liaison and customer service is developed and maintained at a high standard ▪ Ensure that children are well supervised and that their Health & Safety is maintained ▪ To actively work to the Education and Care Services National Regulations and National Quality Standards ▪ Ensure that teamwork and communication is developed and maintained at a high level ▪ To effectively and positively lead the management of children's behaviour from birth to 7 years ▪ To adhere to Child Care Connections and Council's policies and procedures to have a sound knowledge of children's development ▪ Ensure role modelling of a consistently high standard is maintained
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.

	<ul style="list-style-type: none"> Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. Proactively identify areas of non-compliance and support the implementation of corrective actions. Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.

Key Selection Criteria

Essential Qualifications	<ul style="list-style-type: none"> Diploma of Children's Services, Associate Diploma Social Science (Child Care) or equivalent (as per the ACECQA website) First Aid Certificate (HLTFA301C)
Licences	<ul style="list-style-type: none"> Current registration to work with vulnerable people (RWVP) Drivers Licence (preferred but not essential)
Skills and Experience	<ul style="list-style-type: none"> Proven experience and knowledge of developing and implementing flexible programs for children (birth to 7 years), including sound knowledge of child development and the ability to respond and relate to individual children's needs to effectively manage their behaviour in a positive manner Demonstrates a sound understanding and knowledge of the Education and Care Services National Regulations and Quality Standard Demonstrated ability to work in a team environment and foster a positive team atmosphere, communicating effectively and providing a positive role model to other educators Ability to listen and to provide support and advice to parents efficiently and professionally, ensuring excellent customer service Ability to ensure that children are well supervised and that their health and safety is maintained in accordance with relevant policies, procedures and statutory requirements

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge



WE DELIVER

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We RESPECT others and their viewpoints as being as important as our own
We trust and are TRUSTED by each other
We know that by working TOGETHER we achieve better outcomes
We take personal responsibility, and together we DELIVER for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:

Employee Signature:

Date: