

<b>Position Title:</b>	Early Years Strategist
<b>Division:</b>	Early Childhood Services
<b>Reporting To:</b>	General Manager Early Childhood
<b>Direct Reports:</b>	Nil

### ABOUT NORTHCOTT:

#### Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW, QLD, and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

#### What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

#### What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

#### Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

### KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The NDIS Partners in the Community Program (PITC) supports implementation of the National Disability Insurance Scheme (NDIS) at the local level. Northcott will deliver Early Childhood services as the PITC to local communities in Western Sydney, Northern Sydney, Northern NSW, Hunter New England and Mid North Coast. The NDIS approach for Early Childhood supports activities that will improve independence and social participation of children with disability or developmental delay aged 0-9 years.

Providing strategic advice and recommendations to the multidisciplinary Early Childhood Services team in creating sustainable change and empowering communities to support children with developmental delays, concerns, or a disability in meaningful ways.

### KEY OBJECTIVE OF THE POSITION:

Develop and lead the Early Years Strategy across Northcott. The role provides strategic direction, advice and guidance to ECS on Northcott's Early Years Strategy and NDIS Reforms to achieve outcomes for children, families and communities.

Monitor trends in the disability environment and actively lead the planning, development and implementation of strategies that facilitate inclusion opportunities for children with disability.

Monitor trends, obstacles and opportunities in the external Child and Family services sector and provide advice and leadership recommending strategic pathways that aligns with Northcott's strategic objectives and sector priorities.

Lead the strategic development and improvement of Early Childhood Services in collaboration with key stakeholders by identifying growth, advising on and cultivating partnership opportunities.

Lead the implementation of strategic initiatives, ensuring alignment with organisational objectives and effective delivery of outcomes for children, families, and communities.

### PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Ability to develop and lead the Northcott Early Years Strategy
- Ability to develop and manage key stakeholder relationships in the Early Childhood and Disability environments
- Be Goal focused and driven in meeting key deliverables.
- Demonstrate sound understanding of emerging NDIS Reforms
- Comprehensive knowledge of the local service environment where customers reside, including funded and non-funded services.
- Ability to exercise sound judgment and provide timely, accurate advice and reporting to Senior Management and the NDIA.
- Excellent critical thinking, problem solving and analytical skills.
- High level verbal and written communication skills including the ability to write reports and grant submissions
- Excellent negotiation and influencing skills including the ability to stay calm and communicate effectively under pressure
- High level organisational and time management skills and the ability to deliver to project deadlines
- Proficient computer skills.
- Ability to remain objective and impartial when providing support and guidance.

## Position Description

- Appreciation and acceptance of diversity for wellness
- Knowledge of the Disability Services Act and the Disability Service Standards.
- Knowledge of the *Child Protection (Working with Children) Act 2012* and other child protection legislation the principles of 'Keep Them Safe'.

### ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Minimum degree qualifications in Social Work, Social Sciences, Allied Health or Business Development
- Minimum 5 years' management experience in Early Childhood, Disability or related field
- Experience delivering to high level project deadlines
- Experience working in collaboration with mainstream and community stakeholders for best outcomes for children and families
- Demonstrated experience in all aspects of working with, negotiating and reporting to NSW and Commonwealth government departments.
- Demonstrated experience supporting and implementing evidence-based early childhood intervention strategies with families using a capacity-building approach
- Experience supporting teams remotely.
- Current Driver's Licence - P1 minimum
- Valid Working with Children's Check Clearance – mandatory
- Valid NDIS Worker Screening Check (NDIS WC) or willingness to obtain – mandatory
- Working Rights in Australia
- Successful pre-employment police check

### DELEGATION LEVEL

- Level 3

### CORE COMPETENCIES OF THE ROLE

#### Management

- Outcomes-driven and able to thrive and deliver in dynamic work environment
- Demonstrate effectiveness in planning, leading, organising and directing staff and services.
- Demonstrate a management style which promotes open communication, inclusive decision making and respect.
- Monitor trends in the disability environment and actively leads the planning, development and implementation of strategies that facilitate inclusion opportunities for children with disability.
- Contribute to the strategic development and improvement of the Early Childhood program in collaboration with key stakeholders.

#### Leadership

- Provide high level expert strategic advice and support to staff and stakeholders.
- Lead the strategic development and improvement of the Early Childhood program in collaboration with key stakeholders by identifying growth and partnership opportunities.
- Actively participate and contribute to achievement of the Early Childhood program in accordance with the performance measures stated in the PITS Statement of Requirements.
- Ensure continuous improvement of programs and organisational performance.

- Identify and action operational and/or strategic issues that impact widely across the delivery of Early Childhood services, consistent with the Community Capacity Building plan.

### Customer Focus / External Contact

- Develop, and apply solutions, new ideas and methods with a plan to promoting continuous improvement in professional practice and achievement of service delivery outcomes.
- Identify proactive responses to Early Childhood Services issues and monitors service delivery to ensure compliance
- Experience in connecting and building working relationships with local community, mainstream services and other stakeholders
- Take responsibility and effectively deal with stakeholder concerns in a timely and courteous manner.
- Represent Northcott and the NDIA at peak strategic forums and networks when required

### Problem Solving

- Collection of valid and reliable quantitative and qualitative data in relation to the performance of the Early Childhood Services.
- Use information technology i.e. NDIS IT System in accessing, collecting, analysing, using, maintaining, and disseminating data
- Monitor trends, obstacles and opportunities in the internal/external Early Childhood business environment and recommends appropriate strategies.
- Identify, investigate and address issues with productivity, operational and customer targets within a timely manner.
- Solutions focused - ability to identify issues and propose solutions.

### Innovation

- Identify growth and diversification opportunities in Early Childhood and Disability environments
- Encourage others to seek opportunities for different and innovative approaches to address problems and opportunities.
- Develop & implement innovative approaches to meeting the needs of children, families and communities

### Relationship Building

- Initiate, develop and maintain good working relationships with all Early Childhood stakeholders
- Build and maintain a strong relationship with Northcott senior management to enable clear communication pathways.
- Build and maintain strong working relationships and communication with relevant NDIA Regional Managers and representatives to achieve effective delivery of Early Childhood Services and adapting to NDIS Reforms.
- Consult with fellow leadership team to facilitate the ongoing development of the Early Years Strategy and NDIS Reform opportunities

## DUTIES

The typical duties of this position include:

1. Develop Northcott's Early Years Strategy in consultation with internal/ external stakeholders
2. Provide strategic advice and recommendations to Early Childhood Service Leaders in adapting to and adopting emerging NDIS Reforms
3. Evaluating the current service environment and generate insights for growth and diversification opportunities in the Early Childhood and Disability environments

## Position Description

4. Initiate, develop and maintain good working relationships with all stakeholders
5. Write high level reports and grant and tender submissions and delivering to deadlines
6. Provide expert advice and recommendations for service delivery and develop and trial innovative approaches including rebranding services.
7. Build and maintain strong working relationships and communication with relevant NDIA Regional Managers and representatives to achieve effective delivery of Early Childhood Services and adapting to NDIS Reforms.
8. Attend and actively contribute to all scheduled reporting meetings with Northcott and the NDIA.
9. Provide strategic advice, generate insights and recommendations in senior management meetings as required.
10. Work within the framework of the *Best Practice Guidelines in Early Intervention, NSW Disability Inclusion Act 2014, National Disability Standards, NSW Privacy and Personal Information Protection Act and the Commonwealth Privacy Act 1988, NDIS Act 2013, NDIS Operational Guidelines* and other relevant legislation.
11. Adhere to Northcott policies and procedures, in particular, the Northcott's Code of Conduct and Ethics, Safety & Injury Management Procedures and Work Health and Safety procedures.
12. Other duties as negotiated.

**This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.**

### NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

**Please forward a signed copy to Human Resources.**