

POSITION DESCRIPTION



Department: Children's Services
Position: Project Officer
Position Level: Community Services Worker classification level 3 (as per Northside's Enterprise Agreement)
Reports to: Director - Children's Services
Employment Specifics: Full-time, Ongoing

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.					
Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.					
Values:	Courage	Integrity	Choice	Innovation	Collaboration

POSITION OBJECTIVE

Under the general direction of the Children's Services Director, the Project Officer will provide efficient and effective centralised administrative duties to support the Director and Northside's Early Childhood Centres.

KEY RESPONSIBILITIES AND DUTIES

- High-level administrative and operational support to all Northside's Early Childhood Centres, including:
 - ensuring administrative requirements (such as enrolment files, medical management plans) are up-to-date and as per the requirements of the National Quality Framework (NQF);
 - Providing direct administrative support to Centre Directors and the Director – Early Education (such as booking meetings, developing documents etc.)
 - supporting regular Quality Area audits;
 - and other administrative support as directed.
- Supporting the administrative and operational requirements of the Children's Services Program and Three-Year-Old Preschool Initiative.
- Welcoming and supporting families with administrative queries as required, when on-site at an Early Childhood Centre.
- Administrative support for the development of key regular and project-based publications, including policies and procedures; recruitment and induction documents; and other publications as directed.

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- Providing writing and editing support for documentation and correspondence developed by Centres, such as updates to families, responses to Children’s Education and Care Assurance, and other documentation as required.
- Supporting the management of Northside’s professional development approach, including tracking training for educators, booking training opportunities, and other duties as required.
- Support administrative requirements related to the Inclusion Support Programme for early childhood centres.
- Undertake other relevant duties as directed, consistent with the employee’s skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience in general administration.
2. Working knowledge of the National Quality Framework (or commitment to quickly developing that knowledge).
3. Exceptional communication skills and a commitment to fostering a positive and supportive team culture.
4. Demonstrated organisational skills with the ability to accurately process large volumes of work whilst meeting strict deadlines, taking a proactive, organised and effective approach to problem solving.
5. Proven team-oriented approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas.
6. Experience in, and commitment to providing friendly and responsive customer service.
7. Advanced proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint and preferably Visio, and experience using Early Childhood Centre management software(s) i.e., QikKids.
8. A thorough understanding and respect for confidential requirements.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer
- Regular lifting, manual handling tasks
- Able to work some evenings, weekends & public holidays.
- Full driver’s licence

QUALIFICATIONS AND/OR TRAINING

- ACECQA-approved tertiary qualification in Early Childhood Teaching and/or Education (or significant progress towards).
- First Aid Certificate (or a willingness to complete).

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

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Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			

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