

POSITION DESCRIPTION



Position: Director (Early Education)
Classification: Community Services Worker Level 8 (as per Northside’s Enterprise Agreement)
Reports to: Chief Executive Officer

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

Reporting to the CEO, the Director (Early Education) will be responsible for providing leadership and management to Northside’s Children’s Service’s Nominated Supervisors (Centre Directors), ensuring that Northside’s Early Childhood Centres meet or exceed the requirements of the National Quality Framework (NQF), drive operational efficiencies and work within the Children’s Services strategic priorities.

KEY RESPONSIBILITIES AND DUTIES

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and outcomes detailed in the Early Years Learning Framework and the NQF. The Director (Early Education) will:

- Oversee the strategic operations, budgets, development and governance of Northside’s Early Education business area;
- Lead a team of Centre Directors/Nominated Supervisors and ensure that they are provided with the support, knowledge, skills, and tools they require to safely and effectively perform their roles;
- Review and assess Northside’s children’s needs to ensure that Northside’s programs are targeted to meet current and future needs;
- Ensure that Nominated Supervisors and their teams are compliant with the NQF and Northside policies and procedures at all times;
- Ensure all operational processes and systems maintain compliance to the NQF and drive ongoing operational efficiencies;
- Assist the Centre Directors, NQF Support Team, and the CEO in matters relating to leadership, pedagogical leadership, management and support within Children’s Services;

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- Continue to build and drive a high performing culture within Children’s Services, with a commitment to and focus on continuous improvement;
- Work collaboratively with other teams across Northside and external early childhood professionals/agencies;
- Work to maintain and enhance the reputation of Northside, including by representing Northside through public speaking opportunities when required and approved;
- Report regularly to the CEO and Board on service delivery, including risk identification and management;
- Demonstrate strong leadership skills and work according to Australian laws and regulations, keeping up to date with developments in the early childhood sector;
- Build and maintain effective networks and strategic partnerships with key stakeholders to enhance Northside’s service delivery and reputation;
- As an officer (defined under the Work Health and Safety laws), the Director role must exercise due diligence to ensure Northside meets its WHS duties. This includes:
 - Making sure Northside employees and other persons are protected against harm; and
 - Making sure Northside has suitable safe work systems in place.
- Develop sound working relationships across all levels of Northside;
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. High level knowledge of and demonstrated experience with the NQF and high-quality provision of early childhood education. Working knowledge of all statutory requirements, licensing and legislation relating to the provision of Children’s Services in the ACT
2. Demonstrated leadership and management skills, including the management of multiple Early Childhood Centres or sites.
3. Highly motivated and committed individual with an ability to work independently and in a team environment.
4. Highly developed written and oral communication skills to ensure effective advocacy and representation of the Children’s Services team, internally and externally.
5. Demonstrated ability to analyse complex ECEC practice issues and to effectively contribute to the development and implementation of strategies to address these issues. This includes supporting best practice through demonstrated application of knowledge and theory of early childhood development, pedagogy and learning frameworks to drive continuous quality improvement.
6. Effective problem solving and negotiation skills.
7. Demonstrated ability to develop and maintain culturally appropriate relationships with a diverse range of services providers, internal and external stakeholders by encouraging and recognizing the value of such diversity.
8. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy work environment in Children’s Services

QUALIFICATIONS AND/OR TRAINING

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- A Bachelor-level degree in early childhood teaching or education (or actively studying towards)
- At least three years of previous experience overseeing multiple early childhood education services at a senior leadership level

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Able to work some evenings, weekends, and public holidays.

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.

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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