

POSITION DESCRIPTION



Position: Project Officer (Early Education)
Position Level: Social and Community Services Employee Classification Level 4-5 (as per Northside's Enterprise Agreement)
Reports to: Director (Early Education)

POSITION OBJECTIVE

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

KEY RESPONSIBILITIES AND DUTIES

- Deliver advanced administrative and operational support across all Northside's Early Childhood Centres, including but not limited to:
 - Collaborating with Centre Directors on rostering and staffing logistics;
 - Engaging in strategic liaison to facilitate comprehensive coverage for staff leave;
 - Leading the execution of regular Quality Area audits;
 - Providing a high level of administrative assistance as directed for operational excellence.
- Work integrally with Centre Directors, the Director of Early Education, and the HR Team to refine recruitment and induction processes, ensuring a streamlined, efficient talent acquisition flow and effective cross-communication among Northside team members.
- Offer expert writing and editorial support for a wide array of documentation and correspondence emanating from the Centres, including critical updates to families, official responses to regulatory bodies, and essential internal documentation.
- On occasions manage enrolment processes, aid families with waiting lists, schedule orientations, and organise enrolment documents.
- Manage and fulfill administrative tasks associated with the Inclusion Support Programme, ensuring that all early childhood centres' needs are met comprehensively.
- Conduct meticulous audits of staff files to maintain compliance with the National Quality Framework, ensuring all records are accurate and current.
- Act as the primary point of contact for welcoming and addressing complex family inquiries on-site, ensuring a smooth experience at the respective Early Childhood Centre.

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- Elevate Northside’s professional development framework by monitoring educator training, coordinating educational opportunities, and performing associated responsibilities to enhance staff competencies.
- Provide versatile support to other facets of Northside’s Early Education initiatives, including but not limited to, streamlining enrolment procedures and upholding compliance and quality standards.
- 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. Proven expertise in operational management and leadership within early education.
2. In-depth understanding of the National Quality Framework and its implementation in ensuring service excellence.
3. Outstanding communication skills with a commitment to fostering a collaborative and supportive team ethos.
4. Exceptional organisational judgement, demonstrated by the ability to manage substantial workloads precisely, adhering to tight deadlines and employing a systematic, results-oriented approach to problem-solving.
5. A track record of promoting a cooperative work environment, with a strong focus on seamless collaboration and efficient coordination of information flows within and across different business areas.
6. Experience in, and a commitment to, providing friendly and responsive internal customer service.
7. Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and experience with Early Childhood Centre management software such as QikKids, demonstrating capability in navigating complex technological tools.
8. A thorough understanding and respect for confidentiality, recognising the sensitivity required in handling professional information.

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 Bachelor of Teaching or similar qualification (or studying towards) in Early Education Services.
- First Aid Certificate (or a willingness to complete).

GENERAL EMPLOYMENT INFORMATION

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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			