

	<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Role Title </div>	Administrative Coordinator Family Day Care and Outside School Hours Care	
	<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Group </div>	Community and Culture Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Head, Community and Culture	Tracey Cockburn	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Position Number: 1221	Development date: January 2024
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Community and Culture

The Community and Culture Group has primary responsibility for managing and leading council's community and cultural services including but not limited to Community Arts, Public Art, City History, City Events, Community Wellbeing, Access and Inclusion, Community Volunteer Services, Children's Services [Early Learning, Outside School Hours Care, and Family Day Care] and Youth Services.

Essential Duties and Responsibilities

To facilitate the provision of high quality care within council's Family Day Care (FDC) and Outside School Hours Care (OSHC) Programs, including:

- Supervising and coordinating the day-to-day activities of Children's Services Support Officers (CSSOs), including (but not limited to):
 - allocating and monitoring work required to be undertaken.
 - redistribution of duties in the absence of officers.
 - supporting and monitoring cross-training of staff to ensure adequate level of resources to meet organisational requirements.
 - ensuring all administrative tasks are completed within identified timeframes.
 - maintaining an effective and confidential filing system and associated records management.
 - maintaining and updating data for the Child Care Management System.
 - processing of attendance sheets.
 - processing new client data and changes to enrolments.
 - maintaining payments in regard to service provision and petty cash.
 - reconciling remittance advices for each program.
 - ordering and maintaining supplies for each program.
 - assisting with routine rostering issues within the OSH&VC Program.
 - supporting the provision of food requirements for the OSH&VC Program.
 - contributing to the positive promotion of the services including maintenance of social media and web site.
- Maintaining active participation in, and open communication with staff on a day-to-day basis.
- Developing and establishing positive working relationships with internal and external service providers and customers.
- Providing efficient and effective verbal and written communication with clients that also maintains a consistent and high professional standard.

- Maintaining administrative systems accurately and with a high degree of data integrity and undertake routine compliance checks and address any issues as they arise using the appropriate process.
- Maintaining the services website and social media platforms.

Assisting in the provision of high quality children's services activities by:

- Providing direct support to the manager in regard to activities of the programs.
- Support the development and implementation of activities required to meet compliance requirements of the Australian Government Department of Education.
- Assisting in the provision and coordination of training induction of staff and educators.
- Assisting the Play Session Leader with play sessions, toy library and equipment, as well as maintaining the play session premises in a clean and tidy state, including conducting play sessions as required.
- Assisting with the assessment process and Quality Improvement Plans.
- Conducting field/resource visits to FDC Educators and OSH&VC sites.
- Assisting in the practical provision of care for children at OSH&VC sites by attending Centres, as required (primarily in regard to relief and emergency rostering requirements).
- Managing documentation reflecting visits and support to educators and programs.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All employees must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts, Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Administrative Coordinator is a member of the Community and Culture Group and reports to the Manager Family Day Care and OSH&VC.

Salary Range

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement. This position sits within the Pay Point 13 to Pay Point 18 range.

The position has been sized at Pay Point 14.

Selection Criteria

- Diploma or tertiary qualifications in early childhood or relevant experience in childcare or equivalent.
- Understanding of the Child Care Management System and compliance requirements, including the Education and Care Services National Law, Regulations and Quality Standards, mandatory reporting.
- An understanding of the Early Years Learning Framework and/or the Framework for School Age Care, including knowledge of child development.
- Strong working knowledge and understanding of office procedures and practices.
- Ability to actively coordinate work activities of officers, including redistribution of work priorities as required.
- Current:
 - First Aid, Emergency Asthma Management and Management of Anaphylaxis Certificates; and
 - Education Department 'Safety Screening' or 'Working With Children Check'.
- Ability to exercise initiative, judgement and discretion.
- Excellent oral and interpersonal communication skills, including the ability to deal with issues using sensitivity and discretion and to present an appropriate image for the organisation.
- Strong written skills with the ability to maintain a range of data for internal and external reporting requirements.
- Good skills in utilising the MS Office suite of software.
- Previous experience in administration of social media sites, or ability to develop required skills.
- Current driver's licence.

Some use of a personal vehicle may be required for this position (an allowance to be paid for approved use).

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.