



Position Description

Position Title	Field Coordinator		
Position Number	1126	Development Date:	September 2024
Reports To (Position Title)	Manager Family Day Care and Outside School Hours Care		
Number of direct reports	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> More than 10		
Pay Point Range or classification per Industrial Instrument	13 - 18		
Group / Section	Community and Culture	Clarence Children's Services	
Award/Enterprise Agreement	<input checked="" type="checkbox"/> Clarence City Council Enterprise Agreement #11/2021 <input type="checkbox"/> Rosny Early Learning Enterprise Agreement #7/2020 <input type="checkbox"/> Local Government Industry Award 2020 <input type="checkbox"/> Nurses Award 2010		
Employment Status	<input checked="" type="checkbox"/> Permanent, ongoing <input type="checkbox"/> Temporary - short term contract <input type="checkbox"/> Casual		
Location (where the workstation will be situated).	<input type="checkbox"/> Chambers <input type="checkbox"/> Bayfield Street <input checked="" type="checkbox"/> Alma Street <input type="checkbox"/> Rosny Early Learning <input type="checkbox"/> Youth Centre	<input type="checkbox"/> Depot <input type="checkbox"/> Howrah Recreation Centre <input type="checkbox"/> Rosny Farm <input type="checkbox"/> Other _____	
Is a Drivers Licence required for this position?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Are there additional eligibility Requirements	<input checked="" type="checkbox"/> YES (refer to Eligibility section). <input type="checkbox"/> NO		
Is this a Child Safe designated position?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Authorised by CEO and Date:			

ABOUT US

Clarence is on Mumirimina land, located on the eastern shore of the breathtaking Derwent River and part of Greater Hobart – the largest city of Tasmania.

The Clarence lifestyle offers the best of both worlds, regional and metropolitan, it boasts hundreds of kilometres of natural coastline and pristine bushland, as well as a thriving business and sports sector across a diverse range of industries.

While working with us you will contribute to making real change for our people and our community.

GROUP OBJECTIVES

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) and Vacation Care (OH&VC) Programs, including:

- leading the development and implementation of educational programs across the services provided.
- making informed recommendations on program direction and outcomes to the Manager.
- coaching and mentoring the team and assist in driving team practices to deliver quality services, ensuring compliance with council's obligations, in particular with policy, WHS obligations and child safe practices.
- monitoring the level of care provided to children, including the resourcing and support of Educators, and providing written summary reports, recommending action to the Manager of the services.
- conducting field and resource visits to FDC Educators and OSH&VC sites, writing summary reports on completion, and actioning recommending and following up on identified improvements.
- managing written documentation reflecting visits and support to Educators.
- completing or providing support to the completion of rosters for the programs, ensuring rosters are completed a minimum of two weeks in advance, employees are

advised as appropriate, services are resourced as required and meet regulatory standards.

- encouraging and facilitating professional development of Educators through the provision of accessible training, ensuring compliance with services expectations, and regulations.
- assisting the Play Session Leader with playgroup, toy library, equipment, housekeeping and conducting play sessions when required.
- ensuring all equipment and resources are used, maintained and cleaned appropriately.
- coordinating materials and resources across multiple locations, and where purchasing is required, ensuring procurement guidelines are met.
- engaging and promoting an effective and proactive health, safety and wellbeing culture.

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.

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.

SELECTION CRITERIA (OR ASSESSMENT CRITERIA)

Essential qualifications or registration

- Diploma or tertiary qualifications in Early Childhood with experience in childcare or equivalent.

Essential Criteria

- Understanding of the Education and Care Services National Law, Regulations and Quality Standards and the Child and Youth Safe framework and associated obligations.
- Knowledge and skills to assist in the development and implementation of educational programs.
- Thorough understanding of the Early Years Learning Framework and/or the Framework for School Age Care.

- Knowledge of child development and experience working with children in the childcare industry.
- Excellent interpersonal skills, including the ability deal with issues using sensitivity and discretion and present an appropriate image for the organisation.
- Excellent organisational and time management skills.
- Understanding of health and safety practices relevant to the childcare industry.
- Current First Aid, Emergency Asthma Management and Management of Anaphylaxis Certificates.
- Current driver's licence.

ELIGIBILITY

YES **Identification** – To be eligible for employment with Clarence City Council, applicants must provide at least two pieces of identification, one of which must be photographic identification.

YES **Citizenship** - To be eligible for employment with Clarence City Council, applicants must be an Australian citizen or have a current working visa. Only in exceptional circumstances can this requirement be waived, where council initiates a new sponsorship for an applicant for employment.

YES **Health Assessment** – As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role.

Specifics:

- Sitting posture for prolonged periods.
- Operating computers for long periods
- Dealing with escalated customer enquiries.
- Other – please describe

Pre-employment Checks - Successful applicants will be required to undergo mandatory checks as follows (if ticked):

YES - Conviction checks in the following areas:

- crimes of violence.
- sex related offences.
- serious drug offences.
- crimes involving dishonesty.

YES - Working with Vulnerable People (Tasmania) check.

YOUR OBLIGATIONS

All employees are required to:

- Comply with all reasonable and lawful directions.
- Respect yourself and others by taking reasonable care that your acts or omissions do not adversely affect the health and safety of yourself and others in the workplace.
- Comply with policies and procedures as amended from time to time (available on council's intranet), including but not limited to council's:
 - Customer Service Framework and Charter
 - Procurement Policy and procedures.
 - Fraud and Corruption Policy.
 - Workplace Behaviour and Code of Conduct.
 - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of your abilities at all times.

CHILD AND YOUTH SAFETY

YES – Designated position.

Council is committed to the safety and wellbeing of children and youth including those from diverse backgrounds, and in particular those from Aboriginal and Torres Strait Islander cultures, while enabling their participation as valued members of our community.

We welcome applications from people from diverse backgrounds and encourage you to provide insights into your experiences working with children from diverse backgrounds.

As part of your role, you will be working with vulnerable people (per *Registration to Work with Vulnerable People Act (Tas) 2013*). It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations.

Council has determined that the person carrying out the duties of this role is required to satisfy preemployment checks before taking up the appointment, or promotion or transfer.

The following checks are to be conducted:

1. Working with vulnerable people check
2. Conviction checks in the following areas:
 - crimes of violence
 - sex related offences
 - serious drug offences
 - crimes involving dishonesty
 - serious traffic offences

3. Identification check
4. Disciplinary action in previous employment check.
5. Background Information

If you are successful in gaining employment, you are required to inform Council of any changes to you working with vulnerable people, conviction checks or identity status during the course of your employment. We have zero tolerance when it comes to abuse or harm of any kind and will take disciplinary action, including and up to termination of employment.

For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct and supplementary Code of Conduct for designated services are available on our website and intranet.