

SAMPLE JOB DESCRIPTION

When using this sample job description you may need to adjust the contents in relation to your employment agreements

Director Level 1

1-39 Licensed Places

1. **Title of position:**
Director Level 1

2. **Award /Agreement**
Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award

3. **Special conditions**
 - Attendance at out of hours meetings, training and service functions
 - Satisfactory Offender History Report

4. **Experience, qualifications and training**
 - Relevant qualifications in accordance with Child Care Centre Regulations (1998)
 - Current Senior First Aid certificate in accordance with Child Care Regulations (1998)
 - Current Mandated Notification training certificate
 - Appropriate skills knowledge and training in food safety and hygiene as required under the Food Safety Legislation (2001)
 - Certificate or qualification in financial/business management desirable or be willing to undertake recognised training in financial /business management
 - Qualification allowance may apply at this level – refer to the Child Care (SA) Award, Schedule 1 for details. The intent of this allowance is to acknowledge recognised (*e.g. AQF*) and relevant (*e.g. Graduate qualification in Management*) training over and above the qualifications required for the position.

5. **Position Objectives**
 - Ensure the leadership, management and delivery of quality programs based on the needs of the families using the service
 - Ensure that the service's philosophy, policies and procedures are implemented
 - Ensure that confidentiality is respected and maintained
 - Supervise the provision of quality care that meets the individual and group needs of children

- Ensure that the day to day operational, financial, human resource and marketing management of the centre is carried out
- Develop continual learning practices to increase own professional knowledge

6. Requirements of the Job

Key Areas - Skills

- Demonstrate highly developed oral communication skills
- Demonstrate a high standard of literacy and written communication skills including submission writing
- Demonstrate effective leadership, interpersonal and supervisory skills
- Oversee the development, implementation and on-going evaluation of a curriculum that reflects the centres philosophy and current, reputable research on child development and health.
- Work within Legislation to ensure service provision is equitable.
- Provide professional development opportunities for staff
- Oversee and direct staff teams, volunteers, trainees and students on placement
- Ability to liaise effectively with a range of relevant authorities and organisations
- Ability to interpret financial reports
- Ability to develop and work within budgets
- Ability to deal calmly and effectively with a number of urgent matters at once.

Key Areas – Knowledge

- Extensive knowledge of current child care practices
- Extensive knowledge of child development
- Extensive knowledge of child health including nutritional requirements, infectious diseases and Infection control
- Comprehensive knowledge of links to a wide range of health services and health professionals
- Extensive knowledge of QIAS and related support for staff
- Sound knowledge of Licensing Regulations and the SACSA framework
- Sound knowledge of the administrative functions of the organisation
- Sound knowledge of reporting requirements and procedures relating to a child care centre
- Sound knowledge of the principles of adult learning
- Sound knowledge of the policies, procedures and philosophy of the service
- Sound knowledge of financial management including budget development and review of expenditure against budget, utilisation and staffing levels.

7. Responsibilities and duties

- Work within the service's policies, procedures and philosophy
- Develop and maintain information systems
- Develop, implement and monitor the service's Business Plan in consultation with staff and the operator/management.
- Undertake service reviews and evaluations.
- Plan and co-ordinate change in consultation with operator/management, staff and families
- Plan and monitor staff development and training programs
- Initiate service policy/procedure review and develop new policies in consultation with the operator/management, staff and families.
- Ensure the service is meeting the needs of families by seeking regular feedback.

Occupational health and safety

Take responsibility to read and understand relevant information and to assist other staff to do so

Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health safety and welfare of any other person through any act of omission, neglect or misconduct at work
Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to Occupational Health and safety, equal opportunity and anti-discrimination in the workplace.

8. Administration

- Ensure the effective day to day administrative operation of the service
- Ensure that adequate accounts and records are maintained
- Formulate, implement and monitor the centre's budget in consultation with the operator/management
- Prepare submissions for funding
- Ensure safety checks occur as required under legislation

9. Personnel Management

- Supervise and provide leadership to staff
- Recruit staff in consultation with the operator/management
- Assess team and individual performance using methods that will enhance team work, team effectiveness and individual's self knowledge
- Assess training and development needs for teams and support individuals in identifying their training needs
- Facilitate staff meetings
- Ensure that adequate supervision and direction is provided for students on placement at the service

- Ensure that Occupational Health and Safety Regulations are adhered to at all times.

10. Organisational relationships

- Responsible to the service operator/management
- Number of staff reporting to this position: All
- Number of volunteers reporting to this position: All

11. Extent of authority

- Responsible for the day to day decisions necessary for the effective operation of the service
- Required to advise and resource the operator/management and participate in the decision making process, on matters relating to policy, operational, financial (including budget development and monitoring), human resource and marketing management
- Administer, evaluate and report on programmes endorsed by the operator and exercise decision making authority within those programmes
- Provide written reports on aspects of day to day management of the centre, as required.
- Authorised to spend up to \$ _____ for the daily operation of the service without prior consultation with the executive or operator
- Authorised to sign documents and letters related to day to day administration of the centre
- Authorised to deal with human resource issues on a day to day basis. Recruitment and official disciplinary procedures should be carried out in consultation with the operator/management.

DECLARATION

I have read the Level 1 Child Care Centre Director Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Signature:..... Date

Witness: Position:

Signature: Date

