Position Description

Early Childhood Educator - Tharawonga	
Position Code	**431,432,587,696**
Classification/Grade/Band	Local Government (State) Award 2023 Band 2 Level 1 (Grade 3)
Reports to	**Director Tharawonga**
Location	**Gwydir Shire**
Content Manager Reference	
Direct Reports	**NIL**
Budget (Operating and Capital expenditure)	**NIL**

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports it community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Councils vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Misson

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Child Safety Commitment Statement

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout the Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disabilities.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners and the wider community in the regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Primary purpose of the position

This position is responsible for providing high quality children's services throughout the Gwydir Shire Council to ensure that local families have access to early childhood education providing care for social, emotional, physical and educational needs of infants and young children.

Department and Branch Description

Forming part of the Organisation and Community Services Department, the Social Services Branch is responsible for providing an array of services focusing on the three main target areas of children, youth and families. The Branch is responsible for the management and operational matters associated with youth, families and social services as well as delivering high quality educational and recreational programs, information, Advocacy and referral services.

Children's Services offer a range of services including Tharawonga Mobile Resource Unit providing centre based day care to the more remote and smaller villages within the Gwydir Shire, Bingara Preschool, and Toy libraries based in Bingara and Warialda to ensure that local families have access to early childhood education and resources to support the development and learning needs of the children within our community.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provision of education, care and supervision for children participating in the preschool program of tailored activities designed to meet the individual growth and developmental needs.
- Carry out all duties and functions in a manner that promotes a positive attitude, team based approach with strong support for organisational values.
- Perfor duties as requested by the Service Director to ensure the efficient daily running of the service ensuring compliance with accreditation requirements.
- Encourage community awareness together with parental involvement and input to ensure a flexible early childhood program supported by all stakeholders.
- Develop and Impplement programmed activities and group situations.
- Promote the integration of all children, including those with additional needs ensuring participation in the program under the direction of trained staff.
- Maintain a high standard of hygiene and cleanliness in the service.

All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, competence and training.

Selection Criteria

Essential

- Certification III in Children's Services or an equivalent qualification and experience working in a similar role.
- Current first aid certificate.
- Current Working with Children Check (NSW)
- Current valid 'C' Class driver's licence
- Ability to work efficiently and independently whilst operating in a team environment.
- Demonstrated written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully, in a discreet and confidential manner
- Demonstrated commitment to delivering a high standard of customer service.

Desirable

- Diploma of Children's Services or ECT qualifications would be highly regarded

Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.

Qualifications

- Certificate III in Children's Services or other relevant qualification and experience working in a similar role.

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at http://capability.lgnsw.org.au

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
 **Personal attributes**	Manage Self	Foundational
	Display Resilience and Courage	**Intermediate**
	Act with Integrity	**Intermediate**
	Demonstrate Accountability	Foundational
 **Relationships**	**Communicate and Engage**	**Intermediate**
	Community and Customer Focus	**Intermediate**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 **Results**	Plan and Prioritise	Foundational
	Think and Solve Problems	**Intermediate**
	Create and Innovate	Foundational
	Deliver Results	Foundational
 **Resources**	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	**Foundational**
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Adaptability	Intermediate	• Adapts quickly to changed priorities and organisational settings • Welcomes new ideas and ways of working • Stays calm and focused in difficult situations. • Perseveres through challenges. • Offers own opinion and raises challenging issues.
Personal Attributes Act with Integrity	Intermediate	• Maintains confidentiality of customer and organisational information. • Is open, honest and consistent in words and behaviours. • Takes steps to clarify ethical issues ands seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and polices. • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Communicate and Engage	Intermediate	• Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts when necessary • Listens to others when they are speaking and asks appropriate, respectful questions. • Shows sensitivity in adapting communication content and style for diverse audiences.
Relationships Community and Customer Focus	Intermediate	• Identifies and responds quickly to customer needs • Demonstrated a thorough knowledge of services provided. • Puts the customer and community at the heart of work activities. • Takes responsibility for resolving customer issues and needs.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Think and Problem Solve	Intermediate	• Gathers and investigates information from a variety of sources. • Questions basic inconsistences or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solutions.
Resources Technology and Information	Foundational	• Shows confidence in using the technology required in the role. • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

Prepared By	Human Resource Officer
Approved by General Manager	November 2023
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