

CITY OF BALLARAT



Information Pack

Early Childhood Educator Relievers (Diploma & Certificate III)

Thank you for your interest in applying for the position Early Childhood Educator Reliever with the City of Ballarat.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with the City of Ballarat
- Position description including the 'Key Selection Criteria'
- 'How to Apply'

For general details of the Council, please refer to the following web site: www.ballarat.vic.gov.au

For further information about the position or duties involved; please contact Chris O'Doherty, Family Services Childcare & Supported Play Groups Manager, on 03 5320 713.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

Employment Details for the Position

Status:	Casual positions
Hours:	On an as needs basis
Location:	The position will be based at the City of Ballarat's Children's Centres: <ul style="list-style-type: none">• Girrabanya Child Care Centre, Corner Peel and Steinfeld Streets, Ballarat• Occasional Child Care Centre, Armstrong Street North, Ballarat• Wendouree Child Care Centre, Gillies Street, Wendouree
Agreement:	Ballarat City Council Enterprise Agreement No 6, 2013
Classification:	Band 3 Certificate III qualified Band 4 Diploma qualified
Salary:	Band 3 \$30.83 to \$33.04 per hour plus 9.25% superannuation Band 4 \$33.36 to \$35.56 per hour plus 9.25% superannuation The above hourly rates include a 25% loading to cover sick leave and annual leave.
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 9.25% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Pre-Employment Medical:	It is a condition of employment that appointees must undertake a physio and pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position
Professional Development:	Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities.

Benefits of working with the City of Ballarat

Working at the City of Ballarat, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs, discounted gym memberships and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Ballarat community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

- Salary Sacrifice
- Study Leave
- Wellness Program including discounted gym membership
- Dry Cleaning Services
- Payment of rates through payroll deduction if you are a ratepayer
- 10% discount of purchases from the Art Gallery of Ballarat Gift Shop

Family Friendly and Flexible Working Arrangements

- 13 weeks Paid Maternity Leave
- 2 weeks Paid Paternity leave
- 48/52 arrangements
- Job sharing
- Baby feeding facilities

24 Hours Employee Assistance Program (EAP)

- Converge International is the Council's preferred EAP supplier
- Designed to help employees deal with any work-related or personal problems
- Confidential

Professional Development

- Committed to developing its people by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be non-discriminatory, based on corporate, team and individual needs and developments



Position Description

POSITION	Early Childhood Educator Reliever (Diploma)
CLASSIFICATION	Band 4
AGREEMENT	Ballarat City Council Enterprise Agreement No 5, 2010
DIVISION	People and Communities
BUSINESS UNIT	Family and Children Service
APPROVING MANAGER	Family Services Childcare and Supported Playgroups Manager
DATE UPDATED	October 2013
NAME OF INCUMBENT	_____
SIGNED	_____
DATED	_____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

This position applies to Ballarat City Council's Children's Centres. The services within this are Girrabanya Children's Centre, Wendouree Children's Services and Ballarat City Occasional Child Care.

From a Health and Safety perspective the City of Ballarat requires the following:

- Follow City of Ballarat policies and procedures
- Report hazards and other unsafe practices
- Report injuries as soon as possible to your Manager/Supervisor
- Participate constructively in all forums set up to investigate, improve or communicate safety.

2. POSITION OBJECTIVES

- To provide secure, safe and stimulating care to children and to assist in the smooth running of the Centre.
- To treat each child with respect and dignity and acknowledge the individual values of their families.
- To delegate for the Team Leader if and as required.
- Willingness to act as the Certified Supervisor in day to day charge of the service in the absence of the coordinator.

3. KEY RESPONSIBILITY AREAS

- To demonstrate a genuine interest in meeting the needs of children and their families through the provision of quality care which reflects an awareness of the safety and well being of each child.
- To develop, implement and actively participate in a program, which includes a diverse and interesting range of experiences and routines appropriate and responsive to the needs of each child in care.
- To contribute to a positive sense of teamwork in the centre through effective communication with all staff and the Team Leader, a commitment to the centre's philosophy and development of policy
- To ensure the provision of optimum health and safety conditions by maintaining an attractive, safe and hygienic indoor and outdoor environment.
- To communicate and act in a positive and co-operative manner with parents and guardians about relevant aspects of their child's behaviour and development whilst maintaining confidentiality of information concerning centre families.
- To contribute to the early childhood profession through active participation in the Quality Framework. process; the resourcing and support of students and volunteers whilst on placement in the service; participation and promotion of professional development
- To contribute to the ongoing development of Council services by involvement in service promotion, service delivery initiatives and appraisal and review processes.
- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator

Supervises: Early Childhood Practitioners (Certificate III), relieving staff, volunteers and students

Internal Liaisons: Centre Staff

External Liaisons: Client families
Students/volunteers
Staff of other Centres

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for provision of safe, secure care and appropriate programs for children.
- Authority to direct unqualified staff, students and volunteers.

6. JUDGEMENT AND DECISION MAKING

- Ability to act responsibly, promptly when emergency care is needed, or to protect children from hazards.
- Demonstrated use of initiative to achieve specific objectives efficiently.
- Proven ability to deal with sensitive and complex issues in a confidential manner.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of the Children's Services Centre Regulations.
- Knowledge of Victorian & National Early Years Development Framework
- Ability to report developmental delays objectively and participate in agreed management program.
- Ability to manage the ever-changing number of children who may be unfamiliar with the new environment, and to meet their needs.

8. MANAGEMENT SKILLS

- Plan and implement appropriate program for children.
- Effectively utilise resources - personnel, equipment and materials.
- Manage time effectively

9. INTERPERSONAL SKILLS

- To be able to effectively convey a feeling of security, care and flexibility towards children and parents.
- To contribute to a positive sense of teamwork through effective communication.

10. QUALIFICATIONS

- An Early Childhood recognised qualification as outlined in the Children's Services Regulations 2012.
- Experience in supporting staff in a positive team approach.
- Working with Children Check

11. KEY SELECTION CRITERIA

Essential

- An Early Childhood recognised qualification as outlined in the Children's Services Regulations 2012.
- Ability to meet children's and families needs for quality child care
- Ability and willingness to work as part of a team
- Ability to cater for individual needs in relation to routine and operation of the centre
- Effective communication skills.
- Thorough understanding of Children's Services Regulations and Early Years Frameworks.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

Desirable

- Experienced in a formal child care setting.
- Experience in supporting and directing staff.



Position Description

POSITION	Early Childhood Educator Reliever (Diploma)
CLASSIFICATION	Band 3
AGREEMENT	Ballarat City Council Enterprise Agreement No 5, 2010
DIVISION	People and Communities
BUSINESS UNIT	Family and Children Service
APPROVING MANAGER	Family Services Childcare and Supported Playgroups Manager
DATE UPDATED	October 2013
NAME OF INCUMBENT	_____
SIGNED	_____
DATED	_____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

This position applies to Ballarat City Council's Children's Centres. The services within this are Girrabanya Children's Centre, Wendouree Children's Services and Ballarat City Occasional Child Care.

From a Health and Safety perspective the City of Ballarat requires the following:

- Follow City of Ballarat policies and procedures
- Report hazards and other unsafe practices
- Report injuries ASAP to your Manager/Supervisor
- Participate constructively in all forums set up to investigate, improve or communicate safety.

2. POSITION OBJECTIVES

- To provide secure, safe and stimulating care to children and to assist in the smooth running of the Centre.
- To treat each child with respect and dignity and to acknowledge the individual values of the families.

3. KEY RESPONSIBILITY AREAS

- To assist in the implementation, development and review of the program which includes a diverse and interesting range of activities and routines appropriate and responsive to the needs of children in long term care and to actively participate in the programs.
- Maintain attractive and safe indoor and outdoor environments and alert qualified staff or the Co-ordinator to issues requiring attention.
- Communicate effectively, co-operatively and empathically with parents, guardians and work colleagues about relevant aspects of children's behaviour, wellbeing and development in consultation with a qualified staff member or Co-ordinator.
- Work as part of a team to achieve the best outcomes for the children in your care and to meet the National Quality Standards
- Willingness to act as the Certified Supervisor in day to day charge of the operation in the absence of other suitable staff.
- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator and Early Childhood Practitioners (Diploma) staff

Supervises: Students, Volunteers

Internal Liaisons: Family and Children's Services Staff

External Liaisons: Client families and other child care professionals

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for provision of safe, secure care and appropriate programs for children.

6. JUDGEMENT AND DECISION MAKING

- Identify conditions and incidents requiring emergency attention and use initiative in arranging such action.
- Ensure children's environment is safe and secure and use initiative in removing hazards and protecting children from danger.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of Education and Care Services National Regulations 2011.
- Knowledge of the National Quality Standards.
- Understanding of the Early Years Learning Framework (State & Federal).

8. MANAGEMENT SKILLS

- Assist qualified staff members in implementing appropriate programs and routines for children.
- Effectively utilise resources - personnel, equipment and materials.

9. INTERPERSONAL SKILLS

- A demonstrated capacity to relate to young children.
- Capacity to develop co-operative relationships with colleagues, parents and staff from related agencies.
- Contribute to a positive sense of teamwork through effective communication

10. QUALIFICATIONS

- Certificate III in Children's Services
- Working with Children Check

11. KEY SELECTION CRITERIA

- Recognised Certificate III qualification.
- Capacity and willingness to work as part of a team.
- Capacity to cater for individual needs of children in relation to routines and operation of the Centre
- Excellent communication and interpersonal skills
- Capacity to contribute to the development of quality children's services provision.
- Understanding of Education and Care Services National Regulations 2011, Early Years Framework and National Quality Standards
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

Desirable

- Experience in children's services provision

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

[Application Cover Sheet](#)

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

[Addressing Key Selection Criteria](#)

The Key Selection Criteria are listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

[Applications](#)

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include;
 - Application Cover Sheet
 - A covering letter
 - A document addressing the key selection criteria
 - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: applications@ballarat.vic.gov.au.

Alternatively, you may post your application to;

"Private and Confidential"
Human Resources
City of Ballarat
PO Box 655
BALLARAT VIC 3353

Please do not hand - deliver your applications. Please use a paperclip to secure all documents; do not staple your application or enclose your application in a folder.