

Private and Confidential Field Officer, Children Services

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

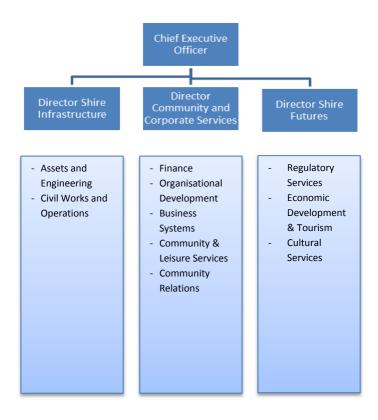
Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au

Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



Our Values

Innovative

We will be open to new ideas, will welcome creativity and embrace change.

Collaborative

Together we will work smarter to achieve agreed common goals

Respectful

We will be caring, accept differences and value diversity

Trusting

Will be open, honest and brave

Empowering

We will provide opportunities, and deliver and inspire success

INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- ☑ Follow instructions in the Candidate Briefing Pack.
- ☑ Provide a covering or application letter.
- ☑ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☑ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☑ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☑ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development 'Private and Confidential' Locke d Bag 685 Hamilton 3300

Applications must be addressed to the above email address, applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY (Each panel member to sign this section.)

As a member of the selection panel for

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

(name of position)

Name:	Signature:	Date:		
(please p			-	
DECLARATION OF IN	TEREST (to be completed if applica	nble)		
	o reminded that the Recruitment, Socation to be free from bias, patronag		andard requires selec	tion
	required to declare if he or she has a lection process that may compromis			
DECLARATION				
Name of Panel Member:	(please print	t name)		
Nature of Declared In	terest:	,		
Nature of Declared III				
Signature:	Date:	<u>:</u>		
The above matter has been	en discussed with me (,	
	e following determination made:			

Position Details

Title: Field Officer, Children Services

Classification: Band 5

Position Number:

Business Unit: Community Services

Reports to: Children Services Team Leader

Key Objectives

To assist in the provision of a quality Family Day Care service through regular, ongoing support of educators and families;

To undertake the role of *Educational Leader*, as defined in the Education and Care Services National Regulations and Standard 2011;

To monitor educator compliance with the Education and Care Services National Regulations and Standard 2011;

Key Responsibilities

Educator Support

Lead educators in the development and implementation of educational programs based on the approved National and Victorian Frameworks;

Monitor, resource and support educators through regular home/venue visits, telephone contact, and resources/equipment loan;

Ensure that the physical, emotional, intellectual and social needs of children in care are met as far as possible;

Implement and achieve standards of care that ensure children are receiving appropriate attention;

Assist educators to implement and maintain their environment in accordance with the Education and Care Services National Regulations and Standard 2011;

Undertake comprehensive annual safety audit of educators' homes/venues and on-going monitoring of safety during the regular home/venue visits;

Assist in the planning and delivery of a professional development program for educators;

Develop and maintain resource materials;

Facilitate educator attendance at meetings and training sessions;

Explain the principles underlying the Child Care Benefit & Child Care Rebate system to educators;

Ensure the maintenance of accurate records as required under the Education and Care Services National Regulations and Standard 2011.

Child and Family Support

Assess, when required, families' needs for childcare;

Ensure that childcare placements are appropriate to the family, and the child's requirements;

Liaise with parents and educators with respect to the progress of placements;

Ensure that the child's individual needs are met through provision of an educational and care program which is based on the educators observations and knowledge of the child and their family;

Explain Child Care Benefit and Child Care Rebate to families;

Liaise with appropriate community agencies/workers eg. Inclusion support worker, to provide consistent approaches to the care and education of children.

Administration/Team Support

Assist in the recruitment, selection, orientation, evaluation and ongoing professional development of educators;

Maintain records of all communications (home/venue visits, telephone calls, written correspondence) concerning families and educators involved in the scheme;

Assist in processing of educator's Record of Hours Forms, and family and educator databases, as required;

Maintain ongoing communication within the Family Day Care community;

Be responsible for the resource/equipment library;

Attend all relevant internal and external meetings as required;

Assist in the implementation and maintenance of the requirements of the Education and Care Services National Regulations and Standard 2011;

Participate in the compilation and distribution of relevant literature, which will provide information about activities and matters relating to child care and education;

Promote and publicise Family Day Care as a positive child care and education option;

Assist in the supervision of student placements as required.

Extent of Authority

- Commit to and adhere with Councils Child Safe Requirements;
- Responsible for monitoring compliance with the Education and Care Services National Regulations and Standard 2011, with scheme policies, and the reporting of complex problems to the Children's Services Coordinator.

Judgement and Decision Making

- Decisions are required to be made, within the guidelines set by the program;
- A degree of initiative and discretion is required, to undertake tasks.

Specialist Skills and Knowledge

- A thorough knowledge of the Education and Care Services National Regulations and Standard 2011;
- Knowledge of the 3 relevant Frameworks: Victorian Early Years Learning & Development Framework; Belonging, Being & Becoming; My Time, Our Place.
- Ability to lead educator's in the development of appropriate educational programs;
- Extensive knowledge of child development theory;
- Ability to develop relevant training programs to provide professional development to educators;
- Knowledge of Occupational Health and Safety guidelines;
- Ability to use computer program/s relating to Family Day Care operations.

Management Skills

- Skills in managing time, setting priorities, planning and organising one's own work;
- Ability to supervise students on placement;
- Organisational and administrative abilities;
- Will support a safe work environment by effectively by complying with processes to implement OHS programs and drive compliance by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - ➤ Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - > Contribute to OHS consultation processes;
 - > Prompt reporting of hazards and incidents.

Inter-personal skills

- Ability to undertake assessment procedures which will ensure appropriate child placements;
- Ability to gain cooperation and support from educators and their families and children;
- Ability to maintain a high level of confidentiality and non-judgemental approach in all aspects of work;
- Ability to use initiative, and work as part of a team;
- Ability to motivate self and others;
- Good verbal and written communication skills;
- Consultative and negotiation skills;
- Ability to provide a positive role model for educators in their work with children and their families.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- > Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Government/Industry Codes of Conduct;
- > The Southern Grampians Shire Council Enterprise Agreement; and
- > The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

Functional Competencies

- Relevant qualifications and experience;
- Working knowledge of the Education and Care Services National Regulations and Standard 2011;
- Working knowledge of the 3 relevant Frameworks and their use in planning an educational program;
- Computer processing experience and willingness to learn Harmony software program;
- People management and time management skills;
- Experience in identifying and planning the training and development of educators;
- Ability to assist in the planning, administration and promotion of the program.

Personal Competencies (behaviours)

Understanding of the principles of child development.

Qualifications and Experience

- Relevant Early Childhood qualification;
- 1 2 years' experience in the field;
- Current Victorian Driver's License;
- Current working with Children Check

Agreement					
I, have conditions of the above mentioned role.	read and	understand	the	objectives	and
Employee:	SGSC:				
Signature:	Signature:				
Date:	Date:				