



**COBURG**  
Children's Centre

<b>POSITION TITLE:</b>	Operational Co-ordinator
<b>APPOINTED BY:</b>	CCCI Board of Management
<b>ACCOUNTABILITY</b>	CCCI Board of Management
<b>DOCUMENT PREPARED BY:</b>	CCCI Board of Management
<b>DATE:</b>	Nov 2017
<b>REVIEW DATE:</b>	Nov 2018

## **OUR CENTRE**

The Coburg Children's Centre opened in Bell Street Coburg in 1977. Our service is managed by the CCCI Board of Management (the Board) and is a standalone, financially independent legal entity, *"run for families - not for profit"*. Moreland City Council (MCC) owns the building which is leased to CCCI.

CCCI is registered for 120 children and provides long day care for infants to school age children including both three and four year old integrated kindergartens and a 4-year-old sessional kindergarten and bush kinder.

CCCI has a long history of education for sustainability, and is working towards accreditation as a *"Resource Smart Accredited Early Childhood Centre"*. As such we place a strong emphasis on all aspects of sustainability and environmental responsibility.

We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation that embrace all aspects of sustainability are paramount to the ethos of the everyday operations of the CCCI. Sound, collaborative, wise and inclusive leadership and management are central to the Centre's continued success. The OC will lead and promote CCCI values and culture including:

- ⇒ Wellbeing and positivity
- ⇒ Quality
- ⇒ Mentoring
- ⇒ The creation of a supportive, collegiate and consultative environment
- ⇒ Emotional intelligence
- ⇒ Innovation and lateral thinking
- ⇒ Recognition of individual strengths and creating opportunities to grow
- ⇒ Cultivating a progressive environment
- ⇒ Creating connectedness, community and a sense of ownership for staff, children and families
- ⇒ Sustainability of the service and its business affairs

## **MANAGEMENT STRUCTURE**

The Operational Co-ordinator (OC) is the Nominated Supervisor and has responsibility for the operational and business functions of the centre. The Educational Co-ordinator (EC) is responsible for the Educational program. The OC and the EC have equal status. The incoming OC will be well supported to learn the tasks associated with the following Key Responsibilities and Duties.

## **THE POSITION OBJECTIVES**

1. Ensure appropriate and prudent management and administration of CCCI's resources
2. In collaboration with the EC:
  - ⇒ Develop and cultivate CCCI in its environment ensuring that “who we are and what we are” i.e. CCCI culture, values and philosophies are upheld.
  - ⇒ Lead, support and work with the team in all aspects of their provision of high quality programs and service in accordance with:
    - a) The CCCI philosophies, values, aims, objectives and Strategy & Plan initiatives.
    - b) All relevant regulations, standards and accreditations achieved by CCCI including The National and State frameworks.

## **KEY RESPONSIBILITIES AND DUTIES:**

The CCCI leadership RASCI Matrix' identifies the responsibilities and duties in further detail and underpin the organisational structure endorsed by the Board in 2017. In conjunction with the EC and the Board decisions must reflect the CCCI culture and values, philosophies, and the most recent 'Strategy and Plan' document and policies. The OC is responsible for decisions about the day-to-day management of staff and resources and will collaboratively lead with the EC.

### **1. MANAGEMENT & COMPLIANCE**

- ⇒ Actively encourage and appropriately recruit members to the Board of Management.
- ⇒ Ensure all mandatory legal reports and communications with relevant authorities/bodies are completed, signed, lodged and associated fees are paid on time.
- ⇒ Ensure Bank Signatories are current
- ⇒ Ensure risk management, liability minimisation processes and adequate insurance policies are in place.
- ⇒ Ensure Occupational Health and Safety needs and obligations are being met.
- ⇒ Maintain complete confidentiality internally and externally to the Centre.

### **2. SERVICE PROVISION & OUR PEOPLE**

- ⇒ Recruit appropriate staff to the team in conjunction with the Board and the EC.
- ⇒ Facilitate collegiate teamwork with clear, consistent direction and leadership.
- ⇒ Ensure a fair, equitable weekly staff roster system is implemented.
- ⇒ Manage and support staff performance and ensure appropriate staff development.
- ⇒ Manage staff Industrial Relations.
- ⇒ Manage the Staff Medical Support Scheme.
- ⇒ Provide practical “hands on” support to staff by contributing to tasks when needed.
- ⇒ Implement 6 monthly reviews of the RASCI Matrix with the management team.
- ⇒ Ensure the Centre is well equipped and maintained.

### **3. FAMILIES, OUR NETWORK & COMMUNICATION**

- ⇒ Deliver ongoing promotion of the Centre and its services.
- ⇒ Publish a brief and engaging Weekly Bulletin for families and staff.
- ⇒ Ensure the CCCI website is kept current.
- ⇒ Confer with the EC to assess and decide whether a child needs to be sent home.
- ⇒ Encourage parents to become actively involved within the Centre.
- ⇒ Manage and develop a network of aligned people and relevant services to enhance a strong CCCI community.

### **4. FINANCE AND ADMINISTRATION**

- ⇒ In conjunction with the Boards Treasurer and Assistant Treasurer prepare, implement, monitor and take financial responsibility for operating the Centre within budget.
- ⇒ Ensure all eligible income is received.
- ⇒ Authorise operational expenditure within budgetary constraints.
- ⇒ Maximise utilisation using the CCCI priority of access policy.
- ⇒ Ensure the On Selling Care System (OSCS) is implemented as per guidelines.
- ⇒ Ensure accurate financial reports that meet the requirements of the Board, the CCCI accountant, the Board appointed external Auditor, CCMS and the ATO.
- ⇒ Ensure a systematic, accurate staff payroll is in place with mandatory obligations met.
- ⇒ Ensure staff files that meet mandatory requirements and CCCI needs are maintained.
- ⇒ Ensure statistics, records, forms and reports are correct, complete, maintained, audited, collected, and archived as required.
- ⇒ Write clear & concise reports as necessary.
- ⇒ Ensure timely preparation and lodgement of submissions, grant applications etc.
- ⇒ Maintain a clear, systematic, up to date and accountable archiving system.

### **5. POLICY AND PLANNING**

In conjunction with the EC:

- ⇒ Work towards the “Strategic Initiatives” within the CCCI Strategy & Plan and actively review, evaluate and update annually.
- ⇒ Facilitate the annual review of all CCCI Manuals, Policies and Procedures.
- ⇒ Combine parent and staff input in planning, drafting and developing policy and procedures for both CCCI and MCH within the shared facility.
- ⇒ Within the broader field of Family and Children's Services assist in identifying and planning for current and future children's services.

### **6. COMMUNITY DEVELOPMENT/LIAISON**

- ⇒ Facilitate co-operation and communication with other relevant services/agencies.
- ⇒ Determine the value and suitability in:
  - Participation at external meetings and the most appropriate staff to attend
  - Provision of CCCI supplied training and the most appropriate staff to deliver
  - The level of contribution to external groups and support services
- ⇒ Provide information about community services and resources.

### **7. Additional duties**

- ⇒ Willingness to undertake a range of tasks as determined by the needs of the centre in consultation and/or as required by the Board, the EC, the OCA and/or the ECA.

## **QUALIFICATIONS AND EXPERIENCE**

- ⇒ Minimum 5 years' experience as a leader with operational, administrative, budget management responsibilities working as part of a primary contact team desirable.
- ⇒ Knowledge of the National and State Frameworks, the National Quality Standards, Regulations or have experience and an understanding of working within other quality frameworks and standards.
- ⇒ Tertiary qualification in the area of Early Childhood or related profession desirable.
- ⇒ CCCI will assist applicants to gain the following certificates First Aid, CPR, Anaphylaxis, Asthma and Food Handlers.

## **SPECIALIST KNOWLEDGE & SKILLS**

- Create and model a positive, optimistic, “can do” culture throughout the Centre.
- Ability to lead and effectively engage, communicate with, relate and be sensitive to a wide range of socio-economic, cultural and professional backgrounds.
- Embrace a collegiate, collaborative and co-operative approach to team work.
- Ability to manage staff in a way that identifies, develops and extends individuals.
- Model and promote lateral thinking and consultative decision-making processes.
- Ability to manage time effectively, set priorities, plan and organise conflicting workloads while maintaining a sense of calm, order and approachability.
- Ability to manage conflict, stress, conflicting values, and pressures.
- Comprehensive understanding of financial management.
- Ability to identify and manage risks & work within compliance frameworks.
- Devise and implement robust systems that day to day management is clear, uncomplicated, reasonable, consistent, fair and effective.
- Ability to write clear, concise, correct, comprehensive reports.
- Solid computer literacy skills
- A good standard of personal presentation, positive disposition and pleasant and competent telephone manner.

*Judgement and Decision Making under direction of the CCCI Board of Management.*

The OC and EC are accountable for determining and appropriately managing issues related to the day-to-day Centre operations and will properly distinguish between these and Board of Management matters. They will determine which matters to up or down manage and who to consult i.e. the Board, specific Board members or others internally or externally.

## **SALARY AND CONDITIONS**

Conditions as per the CCCI Enterprise Agreement which is based on Children's Services (Victoria) Modern Award. A substantial above award salary applies to this position.

The OC must be available to share opening and closing responsibilities of the centre which is open from 7am - 6pm Monday to Friday.

## **PROBATION PERIOD**

The appointment will be subject to a 6-month satisfactory probationary period.

## **PRE-EMPLOYMENT MEDICAL**

The Board of Management require candidates to undergo a routine medical check by the Board's nominated medical officer, at the Board's expense, prior to an appointment being made.