

JOB TITLE Coordinator Early Years	CLASSIFICATION Band 7	REPORTS TO Manager Community Services
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WHAT WE TRUST YOU TO DELIVER



- Deliver efficient and effective operation of Council's Early Years Services that responds to the changing needs of Stonnington's children and families.
- Market, promote and provide safe and quality Early Years Services that promote the social, emotional and intellectual needs of children in a way that compliments the care they receive from parents and caregivers.
- Ensure Early Years Services that are appropriate to the needs of children regardless of income, culture or disability while maintaining a child safe environment.
- Lead and inspire an engaged and productive team of Early Years staff to deliver innovative programs which promote interactions that nurture, stimulate and guide each child's development with emerging curriculum and reflective practice.
- Lead the delivery of the Central registration Scheme in collaboration with DET and MAV while working with the Community Services Planner and Central Registration Officer to achieve a seamless service to Stonnington families.
- Continuous improvement through networking, researching and developing strategies, policies and procedures which ensure contemporary, best practice services which comply with National Quality Standards.

WHAT YOU'LL NEED TO THRIVE



- Substantial experience working in Early Years Services and completion of a Diploma of Early Childhood Education and Care or equivalent.
- High level leadership skills with experience in people management to build a team focused on high quality service provision.
- Proven capability to develop and deliver high quality education and care services and implement service improvement strategies and plans directed at achieving quality outcomes for children and families.
- High level budgeting skills and the ability to write reports.
- Demonstrated knowledge of current developments and issues within the Early Year's Industry and working knowledge of Education and Care Services National Regulations, Child Safe Standards, Reportable Conduct Scheme Regulations and compliance requirements.

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	2	2	2	2	2
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	2	2	2	2	2