

Directorate:	Community and Culture	Department:	Children's Services
Position Grade:	11	Reports to:	Children's Services Manager
Last review:	February 2015	Next review:	February 2017
		Version No.:	1.0

Position purpose:

To assist the Coordinator Early Childhood programs in delivering program aimed to enhance children's early learning and developmental outcomes in the Liverpool area. This includes specialised work in planning for social infrastructure and services, the support to early education and care service providers inclusive of playgroups, transition to schools programs, parenting programs, vacation care and strategic work relating to Families Children's Planning.

Key accountabilities/responsibilities:

Responsible for:

- 1) Developing strategic delivery plans in relation to the support and delivery of Family and Children Services for the Liverpool area
- 2) Provide support, advice and consultancy to early childhood professionals working with children within the Liverpool area.
- 3) Completing relevant reports, funding submissions and applications.
- 4) Maintaining internal records to support data requirements as outlined in the NSW Department of Education and Communities Family and Children Program Guidelines and terms and conditions.
- 5) Research, develop and design information on current industry practises, new developments in the profession and current research to educate the sector
- 6) Active involvement in local and NSW Childhood forums and networks
- 7) The development of partnerships with new and existing family and children services within the Liverpool area inclusive of and not limited to playgroups, vocational care, Out of School Hours Care (OOSH), family day care providers
- 8) Building Partnerships with internal and external stakeholders based on communication, teamwork, guidance, support and advocacy to delivery programs for Children and Families.

Decisions made in the position:

1. This position has no formal delegation of authority.

Decisions referred:

- 1) Expenditure
- 2) Development or updating of policy documents and strategic delivery plans

Key issues/challenges:

- 1) Managing Community and Council expectations
- 2) Promoting Community awareness of the program
- 3) Changing needs for childcare in the community

POSITION DESCRIPTION

Children and Family Support Officer

Key working relationships:

- Manager Children's Services
- Non-government organisations in the community sector and families and children's services sector
- Department of Education and Communities
- Internal partners including Liverpool City Library, Casula Powerhouse, Events team and Community Development team

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Degree in Early Childhood Education/Teaching or Tertiary qualifications in Social Sciences
- Current Class C Driver's Licence
- ❖ This position is subject to a working with children check – please provide your current working with children check verification number
- ❖ This position requires accreditation recognised by the Board of Studies Teaching and Educational Standards NSW (BOSTES)

Experience

- Minimum three years' experience working with Children and Families
- Working in collaboration with a range of stakeholders
- Experience in developing programs in response to identified community priorities
- Experience in working with the community services and/or Families and Children sector
- Experience in the development of strategic and operational plans, policies and reports
- Experience in the successful development of innovative projects within the Families and Children sector
- Experience taking a professional and ethical approach to all aspects of work

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated knowledge with the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2011, the Children and young Persons (Care and Protection) Act 1998, and child protection legislation
- Ability to work effectively as a team member with a wide range of professionals
- Demonstrated understanding of issues and services relating to families and children
- Project management skills
- Knowledge of emerging trends, principles and best practice in relation to Family and Children planning

POSITION DESCRIPTION

Children and Family Support Officer

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Advocacy and mentoring skills, with knowledge and understanding of wider issues impacting on Children and Families
- Presentation of information in both formal and informal settings
- Demonstrated understanding of the cultural diversity of the Liverpool community

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.