Introduction

Applications are invited for the following two positions at the Kathleen Millikan Centre in Casterton:

- Early Childhood Educator (Certificate III) Full-time
- Early Childhood Educator (Certificate III) Casuals

The successful applicants will assist and support in providing high quality educational programs for children 0 - 12 years of age, by planning, implementing and evaluating appropriate programs in accordance with National and State Early Years Frameworks, Education and Care Services National Law Act 2010 and Regulations 2011 and State Funding Guidelines.

To be successful you must have a Certificate III in Children’s Services; a current First Aid (Level 2) certificate, Anaphylaxis Management training, satisfactory Police Records Check and a valid Working with Children Check card, or willingness to obtain, is also essential.

Enquiries should be directed to Amanda Taylor, on 5522 2211. Applications close on Friday 11 December 2015 at 2 PM.

Organisational Structure

The successful applicant will be responsible to the Group Manager Community and Culture or their nominated Officer.

Enclosures

1. Standard Conditions of Employment
2. Position Description
3. Application Form
4. Privacy Statement
5. Entitlement to Worker’ Compensation Form
6. Organisation Chart

Application Procedure

Applications should be returned in a sealed envelope marked ‘Confidential – Early Childhood Educators (Casterton)’ and addressed to Janine Johnstone, Organisation Development Manager, Glenelg Shire Council, Portland Customer Service Centre, PO Box 152, Portland, 3305.

Or:
Application Procedure continued

E-mail to: employment@glenelg.vic.gov.au

Applications sent via email will receive an e-mail reply acknowledging receipt of the application. If you do not receive an e-mail acknowledging your application within two working days please contact Sian Ruis, Human Resource Coordinator, on 03 5522 2358.

Council will not be responsible for documents that are corrupt and cannot be downloaded for processing.

Or:

Hand deliver your application to the Front Counter of the Portland Customer Service Centre, Cliff Street Portland.

All applications need to arrive before the closing date, as stated in the advertisement for the position. Applications are dealt with in the strictest confidence and in accordance with the Victorian Privacy and Data Protection Act 2014. Details contained in your application will not be conveyed to any person not directly connected with processing your application without your permission.

Canvass of Councillors or Officers, either directly or indirectly, will automatically disqualify the applicant.

I look forward to receiving your application for consideration.

EDITH FARRELL
Group Manager Community & Culture
**GLENELG SHIRE COUNCIL**  
**Specification of Duties**  
& **General Conditions of Appointment**

**Early Childhood Educator (Certificate III Qualified) Full-time & Casuals**  
**Kathleen Millikan Centre (Casterton)**

1. **Salary**

   **Early Childhood Educator (Certificate III Qualified) Full-time**
   The salary offered is a Band 3, which currently has an annual salary range of Band 3 Level A $53,279.72 to Band 3 Level D $56,569.37.

   **Early Childhood Educator (Certificate III Qualified) Casuals**
   The salary offered is a Band 3 and the current hourly rate is $33.70 (Level A) per hour, which is inclusive of 25% loading in lieu of annual leave, sick leave and public holidays.

   Salary and conditions of appointment will be in accordance with Council’s Enterprise Agreement.

2. **Superannuation**

   The Shire is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. From 1 July 2014 the statutory contribution is 9.5% of the annual salary.

   Under the new Enterprise Agreement the Local Authorities Superannuation Fund, known as Vision Super will be the Employer Default Fund. Employees may choose to have contributions directed to any complying superannuation fund under the Superannuation Industry (Supervision) Act 1993. All employer superannuation contributions will be made by the employer to Vision Super, or to any other complying fund of the employee’s choice.

3. **Uniform Allowance**

   A Uniform Allowance of $1.83 per day, for each day worked, to a maximum of $18.36 a fortnight, will be paid.

4. **Normal Hours & Days of Work**

   **Full-time**
   The normal hours of work will be based on a 40 hour week, in accordance with a roster, between 7:45 am and 5:45 pm, Monday to Friday. This system allows for approved rostered days off to be taken where the approved hours worked has exceeded 38. As a general guide, one rostered day off per month should be used.
Casual
The primary purpose of the casual relieving positions is to supplement our existing staff. The terms of engagement will be on a casual basis, where the successful applicants may be engaged in intermittent or relieving work of a casual and/or unexpected nature. There are no regular or guaranteed hours or work.

5. Eligibility to Apply

To be eligible to apply for any position with the Glenelg Shire Council applicants must be an Australian or New Zealand citizen or have Permanent Resident Status or have a valid Working Visa.

6. Medical, Police Check & Working with Children Check

Applicants will be required to have a pre-employment medical, by a medical practitioner nominated and paid for by the Council.

Applicants will be required to have a satisfactory Police Records Check and valid Working with Children Check card. A satisfactory Police Records Check and valid Working with Children Check card is an ongoing requirement of these positions.

8. Annual Leave

Full-time
The successful applicant will be entitled to four weeks annual leave and 17 1/2% Leave Loading.

Casual
Not applicable

9. Sick Leave

Full-time
In the event of an employee becoming sick and unfit for duty, a certificate by a qualified medical practitioner or a Statutory Declaration signed by the employee will be deemed to be satisfactory evidence of sickness; they will be entitled to sick leave on full pay, being 7.6 hours for each month of service.
9. **Sick Leave (continued)**

   **Full-time**  
   Provided that an employee may be absent through sickness for one day without providing evidence of such sickness as provided above on not more than three occasions in any one year of service.

   **Casual**  
   Not applicable


    The Council is committed to providing a workplace free of all forms of discrimination and harassment. It aims for equality of opportunity for all employees and is consistent with our policy of merit-based selection and fairness.

    Council continues to have trained Equal Opportunity Contact Officers and use its formal induction process for new employees to emphasise the importance of the Policy and the commitment of Council to Equal Opportunity principles and Human Rights Charter compliance.

    The Glenelg Shire Council is an equal employment opportunity employer.

11. **Smoke Free Environment**

    The Council premises and vehicles are smoke free environments.


    The Council is committed to providing a workplace free of all forms of discrimination and harassment. It aims for equality of opportunity for all employees and is consistent with our policy of merit-based selection and fairness.

    Council continues to have four trained Equal Opportunity Contact Officers and use its formal induction process for new employees to emphasise the importance of the Policy and the commitment of Council to Equal Opportunity principles and Human Rights Charter compliance.

    The Glenelg Shire Council is an equal employment opportunity employer.
1. Position Objectives

a) To assist and support in the provisions of an optimal high quality educational childcare program for children 0 – 12 years of age, by planning, implementing and evaluating appropriate programs in accordance with National Quality Framework, Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 and State Funding Guidelines.

b) To support a flexible and innovative program that meets the needs of the whole community.

2. Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council’s stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Provision of Quality Child Care

a) Support and assist in the delivery of a high standard of care that provides all children, in accordance with government regulations, contractual obligations and federal and state policy direction.

b) Support a model of excellence and innovation in early childhood service provision through primary contact.

c) Assist in the planning and implementation of a high quality program, based on the strengths and interests of children, with an awareness of the need for safety.

d) Actively participate and maintain a commitment to the National Quality Framework and make recommendations to ensure continual improvement and quality principles are being practiced.

e) Promote and practice The Australian Early Childhood Association Code of Ethics.
2. **Key Responsibilities & Performance Standards continued**

**Provision of Quality Child Care continued**

f) Support and assist the development, plan, implementation and evaluate of programs based upon written records, and the observations of individual children. Clear written objectives must be set for each child and be made available for discussion with parents. (Victorian Privacy and Data Protection Act 2014).

g) Provide a high quality service to all external and internal customers.

**Consultation, Liaison & Resourcing**

a) Communicate and liaise with parents and staff regarding individual children in care and reporting observations when necessary.

b) Assist children with personal hygiene and growth; i.e. hand washing, nappy changing, toilet training etc.

c) Be a supportive and active member of the child care team.

d) To assist in general cleaning and maintenance of the centre, e.g. laundering of linen, kitchen duties, general cleaning etc.

e) Communicate with Room Leaders on all matters pertaining to the program and/or centre, and any concerns or problems that parents may have.

f) Be aware of the programs and routines within each room.

g) Be involved in recording observations of children.

**Administrative Responsibilities**

a) Keep appropriate and confidential records of children’s development in conjunction with the room leader and child’s individual records.

b) Assist the Room Leader in ensuring the buildings, equipment and records are maintained in a safe and orderly manner in accordance with Council’s policies, procedures, guidelines and requirements and the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011.

c) Assist and support in the promotion and marketing of the service so that utilisation is maximised.

d) Assist and support with the administration tasks covering day to day functioning of the service, where necessary.

**Staff Supervision, Support & Development**

a) Supervise, support and guide students and volunteers, where necessary.

b) Communicate with parents offering support and guidance and encouraging participation in the program. Maintain open, effective communication with all users.

c) Participate and work effectively as a team member in staff meetings, professional development and parent meetings.

d) Ensure the policies of the Centre and Council are promoted and practiced.

e) Support a positive team approach within the centre and the Children’s Services Unit, ensuring maximum performance.

**Professional Responsibilities**

a) To assist in the development and maintenance of good parent / staff relationships.

b) To identify own professional development opportunities through staff appraisal and individual work plans.

c) Maintain a commitment to good customer service at all times.

d) In consultation with the Children’s Services Manager and / or nominated officer assist in the development, implementation and evaluation of Centre policies and operational procedures.

e) Support and work with the Room Leader to develop innovative models of service that will provide a more effective, flexible and accessible service for the whole community.

f) Ensure the optimal health, safety and well being of children in care.
2. **Key Responsibilities & Performance Standards continued**

The Manager may direct the Officer to carry out such duties as are within the limits of the employee’s skill, competence and training, provided such duties do not promote a narrowing of the employee’s skill base (Clause 14 – Victorian Local Authorities Award 2001).

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

3. **Confidentiality**

The Officer must not, whether during or after the Officer’s employment with the Council, make any improper disclosure or use of:

a) Any information or trade secrets of the Council;
b) The position of the Council or of any Councillor or Council Officer on any confidential matter; or
c) Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer’s best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

4. **Organisational Relationships**

**REPORTS TO:**
Early Childhood Educator (Qualified) - Room Leader

**SUPERVISES:**
Students and volunteers; when necessary

**INTERNAL LIAISONS:**
All Children’s Services staff
Other Council staff

**EXTERNAL LIAISONS:**
Parents

5. **Accountability & Extent of Authority**

a) Take responsibility, in conjunction with the Room Leader for supervision of a group of children as required.
b) Ensure the health, safety and well being of all children placed in care.
c) Maintain accurate records in accordance with legislative requirements and Centre policy and procedures.
d) In consultation with the Room Leader, responsible for the efficient, flexible, innovative and effective delivery of the childcare program.
e) Ability to provide professional information, guidance and advice to parents and other staff that is relevant, up to date, ensuring current best practice methods are followed.
f) Ability to work as part of a team with support and guidance from the Room Leader.
g) Accountable to the Children’s Services Manager for ensuring a high standard of care and safety is provided within the service, encouraging parent participation, family support and community involvement.

6. **Judgement & Decision Making**

a) In consultation with the Room Leader, making decisions regarding children’s development, health and well being.
b) Guidance and advice is always available from the Room or Team Leader and / or Coordinator.
c) Ability to participate as part of a team in helping to establish priorities, program development / service plan and implement service initiatives.
d) Consult with Team Leader and / or nominated person – Children’s Services when required to make decisions beyond normal day to day issues and those, which go beyond the responsibilities of this position.
7. Management Skills

a) Manage own time, organise tasks and supervise childcare assistants, volunteers and students.
b) Implement human resources policies and practices.
c) Ability to be self-motivating, resourceful, flexible and accepting of changes affecting the Centre.
d) Time management skills to set priorities, plan and organise own work

e) Competency in maintaining confidentiality at all times

f) Ability to work as an effective team member and with other service providers.

8. Specialist Skills & Knowledge

a) Provision of a safe, nurturing and stimulating environment for children.
b) An understanding of child development, program planning, behaviour guidance.
d) Time management skills.
e) An understanding of and interest in child development in the 0 – 6 age range and capacity for creative and responsive program planning to meet needs of children in care.
f) Appropriate skills to relate to children at their level.
g) Skills to write brief reports (i.e.; accidents/incidents).
h) Ability to make written observations on children.
i) General understanding of the Quality Improvement Accreditation System.

9. Interpersonal Skills

a) Effective communication skills with adults and children.
b) To assist in problem resolution in a positive and efficient manner.
c) Ability to deal discreetly and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.
d) Ability to work harmoniously within a team environment and encourage a team approach.
e) Ability to communicate with staff, parents, committees, Council and others in a professional manner and in well defined activities.
f) Desire for self-development on a personal and professional level.
g) Effective listening skills.

10. Qualifications & Experience

a) Minimum training of Certificate III in Children’s Services or equivalent in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 is essential.
b) A current Working with Children’s Check and satisfactory Police Check are ongoing requirements.
c) First Aid –level 2 Asthma and Anaphylaxis Management training is essential.
d) Current Driver’s License desirable.
e) A genuine understanding of and the desire to work with children aged 0 to 6 years of age.

11. Risk Management Responsibilities (Including OHS)

The following items are the duties of each employee:

a) To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
b) To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
d) Not wilfully place at risk the health and safety of any person at the workplace
11. **Risk Management Responsibilities (including OHS) continued**

e) Report all safety hazards and risk exposures, including theft and property damage, to their supervisor.

f) Maintain physical security of all property, equipment and buildings within your jurisdiction and control.

g) All staff are required to actively reduce Council’s exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

12. **Key Selection Criteria**

a) Minimum training of Certificate III in Children’s Services or equivalent in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 is essential.

b) First Aid –level 2 Asthma and Anaphylaxis Management training is essential.

c) A genuine understanding of and the desire to work with children aged 0 to 6 years of age.

d) Effective communication skills with adults and children.

e) Ability to deal discretely and tactfully displaying empathy, warmth and understanding with confidential and sensitive matters.

f) Ability to work harmoniously within a team environment and encourage a team approach.

g) Effective listening skills.

13. **Signed**

................................................................. ........................................
Employee’s Signature Date

................................................................. ........................................
Group Manager’s Signature Date
APPLICATION FOR EMPLOYMENT

DETAILS OF ADVERTISED POSITION

Position Title: Early Childhood Educator (Certificate III Qualified) Full-time & Casuals - Kathleen Millikan Centre (Casterton)

Closing Date: Friday 11 December 2015 at 2 PM

To assist Council’s consideration of your application, please complete this Application Form carefully and attach it to your supporting documentation. To maximise your opportunity for employment in this role, it is suggested that you include the following information with the completed Application Form:

- Covering Letter.
- Separate attachment outlining your experience against the selection criteria.
- Current resume.
- Names and contact number for two referees including your current supervisor if you are currently working.
- Copies of any formal qualification certificates.
- Proof of right to work in Australia or New Zealand Citizen or if you do not have Permanent Resident Status (i.e.: a copy of a Valid Working Visa).

POSITION APPLIED FOR (Preferred role)

| Full-time only | ☐ |
| Casual only    | ☐ |
| Either Position| ☐ |

1. PERSONAL HISTORY

Surname: ____________________________________________

Given Names: _______________________________________

Preferred Name: _____________________________________

Home Address: _______________________________________

Postal Address: _______________________________________

Telephone:  
  Home: ____________________________  Work: _______________

E-mail: ____________________________________________

Are you an Australian or New Zealand Citizen or have Permanent Resident Status?  
  Yes ☐  No ☐
1. PERSONAL HISTORY (CONTINUED)

If NO, do you have a Valid Working Visa?
Yes  □  Expiry Date  ________________  No  □

Do you have a driver’s licence:  Yes  □  No  □

Types of licences/endorsements: e.g.: Car, Articulate

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2. EMPLOYMENT HISTORY

Present

Present Position:  ____________________________________________

Present Employer:*  ____________________________________________

Date Commenced with Present Employer:  ____________________________________________

(*Will not be contacted without your consent)

Previous History

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<tr>
<th>Dates Employed</th>
<th>Employer’s Name</th>
<th>Duties Performed</th>
<th>Reason for Leaving</th>
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(Please attach additional details if insufficient space)
3. QUALIFICATIONS
(Please include details and provide a copy of appropriate qualifications i.e.: Tertiary education, First Aid, Safe Food Handling etc).

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4. HEALTH

Are you restricted in any way, by any past or present injury, from undertaking the performance of the duties (inherent requirements) listed in the Position Description?

Yes [ ] No [ ]

If so please explain. List any physical disabilities or restrictions which would inhibit the performance of these duties.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You may also be required to undergo a Police Records Check, Working With Children Check and/or a Pre-employment Medical. Applications are received upon this condition.

5. REFEREES

Names & addresses of two (2) persons to whom contact may be made (including your current supervisor if you are currently working)

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Copies of references from the above referees or others may also be attached to this document. Do not include original documents as they will not be returned.
6. COMMENCEMENT AVAILABILITY

Date duties could be commenced:

___________________________________________

7. COMMENTS

Please provide any other information which may be useful.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

To the best of my knowledge the above information is true and correct:

_______________________ _________________________ _________________________
Name Signature Date
PLEASE TAKE TIME TO READ THIS FORM

PRIVACY STATEMENT

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.

Under Information Privacy Principle 1.3 of the Victorian Privacy and Data Protection Act 2014 the Glenelg Shire has an obligation to explain how it will use all personal information that it may collect, to whom the Glenelg Shire may disclose the information, and how you can access this information. Access to the information can be arranged by contacting the Council’s Privacy Officer:

Ms Debra Clark
Governance Coordinator
Privacy Officer
Telephone: 03 5522 2305

Glenelg Shire Council, PO Box 152, Portland 3305

At all times during the recruitment and selection process, all personal data will be handled in a highly confidential manner. All documents will be in secure storage and available only to members of the selection committee for the purpose of selecting the best person for the position.

In line with the Victorian Public Records Act 1973 and Equal Opportunity Act 1995, all unsuccessful applicants’ documentation will be permanently destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.

Successful applicant details become employment-related information and will be placed on the successful applicant’s Personal File. The Glenelg Shire may release this personal information to third parties such as Vision Super Fund Pty Ltd, Victorian Workcover, Centrelink and the relevant Local Government Union for employment related purposes.

By receiving this form you acknowledge that the Glenelg Shire has made you aware of its policy on the storage of personal information, the purpose for its collection, and how to contact us to gain access to stored personal information.
ENTITLEMENT TO WORKERS’ COMPENSATION PURSUANT TO THE
WORKPLACE INJURY, REHABILITATION AND COMPENSATION ACT 2013

Name of Prospective Employee:  _______________________________________

Proposed Position:  Early Childhood Educator (Certificate III) - Kathleen
Millikan Centre - Casterton

Pursuant to Section 41 of the Workplace Injury, Rehabilitation and Compensation
Act 2013 (as amended);

1. You are advised that the nature of the position you have applied for with the
Glenelg Shire Council will be as follows:- (description of job duties)

   As per Position Description

2. You are requested to disclose all pre-existing injuries and diseases of which
you are aware and that you expect may be affected by the nature of the
employment as so advised in point 1 above.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please note that Section 41 of the Workplace Injury, Rehabilitation and
Compensation Act 2013 (as amended) will apply if you fail to disclose the
information requested or if you make a false or misleading disclosure.

According to Section 41, any recurrence, aggravation, acceleration,
exacerbation or deterioration of any pre-existing injury or disease arising out
of or in the course of or due to the nature of employment with the Glenelg
Shire Council does not entitle you to compensation under the Workplace
Injury, Rehabilitation and Compensation Act 2013 (as amended).

I acknowledge receipt of this document.

...............................................................
Dated the .................................. day of ....................................... 2015