



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Director – Undoonoo Child Care Centre
Award:	<i>Queensland Local Government Industry Award - State 2017</i>
Division and Section:	Division 2: Section 2 - Children's Services & Early Childhood Education,
Employment Type:	Fulltime
Department:	Community Services
Reports to:	Community Services Manager
Approved:	Chief Executive Officer
Version:	28 July 2025

POSITION OBJECTIVE

To manage the day to day operation of the Undoonoo Child Care Centre, develop and lead a team of staff to provide best practice child care services and to ensure that the Centre operates within the Child Care Act 2002 and the Education and Care Services National Law (Queensland).

POSITION SPECIFIC KEY RESPONSIBILITIES

- Support the development and implementation of policies and procedures for the Day Care Centre to provide Council with a procedural framework in which to operate.
- Support the continuous improvement of sound business measurement and reporting practices for the long term benefit of Council.
- Assist the Community Service Manager to ensure that the Day Care Centre provides accurate and timely financial advice to the Chief Executive Officer and Council.
- Represent the Day Care Centre in discussions and negotiations with the CEO and across Council.
- Provide timely advice, briefings, reports, submissions and correspondence on Undoonoo Centre issues to the Community Service Manager.
- Actively participate in or lead organisation-wide projects requiring the Day Care Centre input.
- The Director will act in accord with our policies and procedures, and in good faith, and engage in all duties necessary to meet the objectives of this position, that include but not limited to:
- Creating and implementing programs and activities to promote the children's physical, mental and emotional well-being.
- Developing rules and consequences to ensure proper behaviour and safety
- Ensuring government regulations and standards are met.
- Interacting and engaging with the parents as to their children's development and behaviour.
- Ensure the children's records are maintained accurately, and plan to ensure that the needs, strengths and interests of the individual and the group are met.
- Ordering products/materials needed for the day to day running of the Centre
- Overseeing that the facility is safe and secure for the children, staff and visitors
- Providing and supervising the care of the children

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- Coordinate the day to day implementation and delivery of programs and administrative duties.
 - Be committed to provide ongoing support to the staff's professional development.
 - Relieve other educators for the implementation of the Centres programming across all areas, as required.
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SELECTION CRITERIA

- A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islanders in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander peoples.
- Completed an AQF Diploma of Children's Services.
- Demonstrated ability to lead, motivate and develop a team of staff members.
- Demonstrated ability to manage time, organise and plan program budgets and workflows in accordance with priorities and deadlines, and maintaining relevant records.
- Sound knowledge of the Child Care Act 2002, Child Care Regulations 2003 and the Education and Care Services National Law (Queensland).
- Sound knowledge of Early Childhood Development and Programming.
- Holder of a current Class C Queensland driver's licence and ability to travel.

MANDATORY REQUIREMENTS

- Diploma of Early Childhood Education and Care (or equivalent)
 - Positive Working with Children Check (Blue Card Services QLD) **OR** the ability **AND** Willingness to obtain one
 - Basic Police Clearance (upon recruitment)
 - Current Senior First Aid Certificate in an education and care setting
 - Current Basic Emergency Life Support Training
 - Current Cardiopulmonary Resuscitation Training
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CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area.

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- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
 - Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
 - Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
 - The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
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I hereby agree to abide by Council values and the Local Government Act 2009 and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:

Print Name:

Date: / /

Chief Executive Officer

Date: ____/____/____