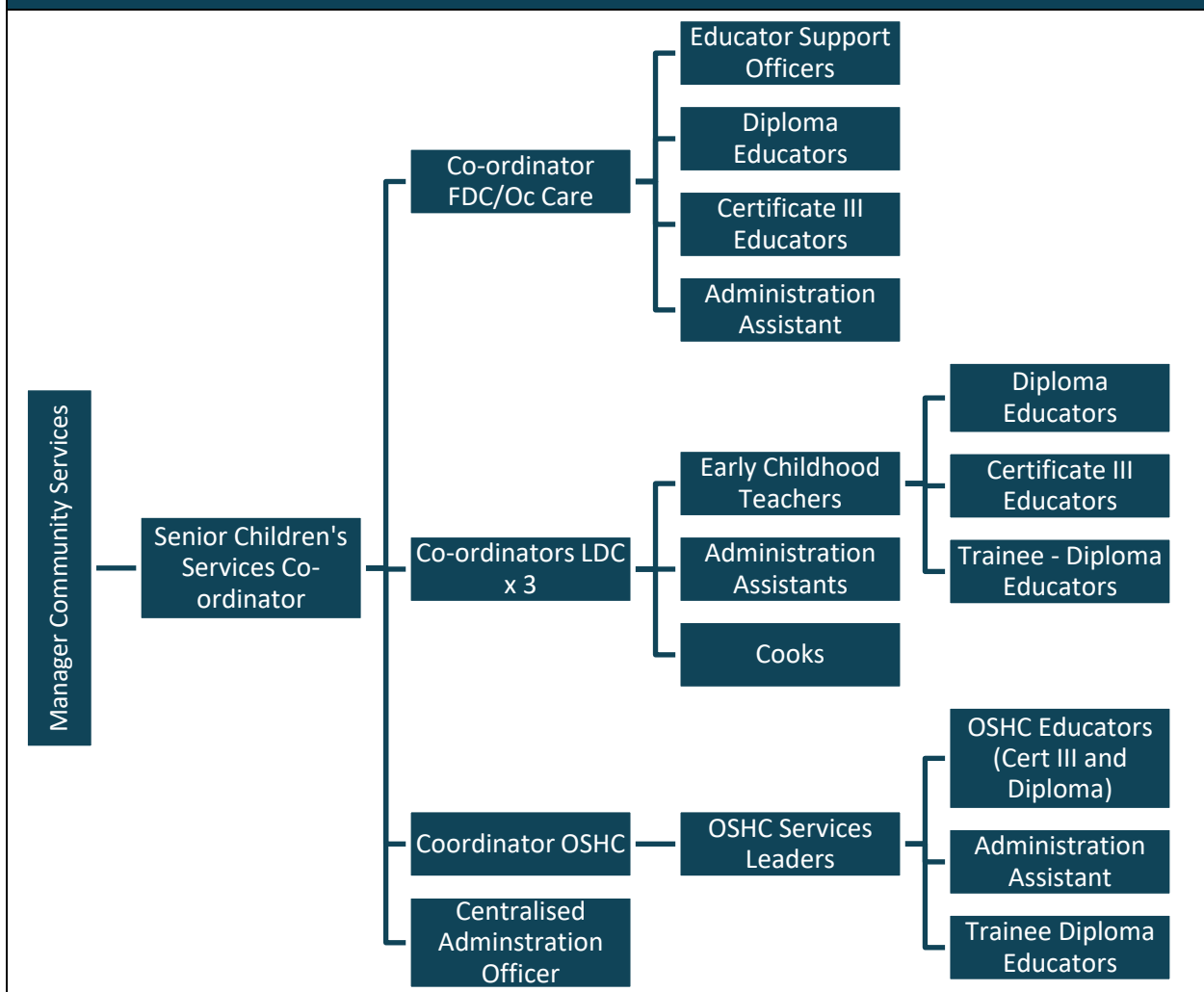


Position Title:	Diploma Educator
Position Number:	4021,4032,4040,4041,4127,4139,4140,4149,4161,4167,4199,4215,4263,4281,4287
Division:	Community, Recreation and Cultural Services
Section:	Community Services – Children’s Services
Grade:	6
Delegations:	As allocated in the Delegations Register
Position FTE Hours:	38

Primary Purpose

- Work with a team to provide a safe, stimulating, healthy and caring education and care service which fosters and maximizes each child’s individual development potential. To contribute to the educational curriculum that demonstrates the learning practice outcomes
- To be placed in the day-to-day charge of an education and care service as responsible person as required

Sectional Structure



Selection Criteria

Qualifications/Licences

- Diploma in Education and Care - <http://aceqa.gov.au/qualifications/>
- Current Working with Children Check clearance
- Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (HLTAID004) or equivalent

Skills and Experience

- Planning skills, including the capacity to work to deadlines and set priorities.
- Excellent communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service.
- Demonstrated ability to work in accordance with the National Quality Framework in providing an education and care service
- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving.
- Demonstrated commitment to the development of a culture of innovation and continuous improvement.
- Demonstrated ability to work and contribute as part of a team.
- Demonstrated commitment to empowering and respecting children and young people.
- Demonstrated ability to model Council's key values and desired behaviours.

Key Accountabilities/Duties

- Lead the development and implementation of the educational curriculum for the education and care service.
- Act as the Responsible Person and/or appointed Educational Leader for the service when required.
- Work in a team in the provision of an education and care service in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures.
- To contribute to the critical reflection on the practices of the service and assist to develop and implement a Quality Improvement Plan in accordance with the National Quality Standards
- To communicate effectively and ethically with members of the team and share knowledge to ensure contemporary research-based practices are occurring that meet legislative requirements.
- To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships
- To liaise with communities and families to advocate for and promote early educational and care ensuring a collaborative approach to educating children.
- Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans
- Always ensure the safety of children and young people
- Uphold the culture, policies, procedures, and practice required in a child safe organisation
- Be aware of child safety risks relevant to the role and contribute to the management and mitigation of risks, proportionate to role and function

- Comply with Council's Child Safe Policy and Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	Manage Self - Demonstrates "Achieves It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i> <ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
Relationships	Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
	Communicate and Engage - Demonstrates "Achieves it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> <ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results	Plan and Prioritise - Demonstrates "Achieves it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Technical	Health, Safety and Environment - Demonstrates "Achieves it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> • Takes responsibility for working safely, rather than relying on rules and policies • Speaks up when something is unsafe • Corrects safety hazards when identified • Always follows safety procedures • Reports health, safety and environmental issues and problems

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee:	
Signed by Employee:	
Date Signed:	