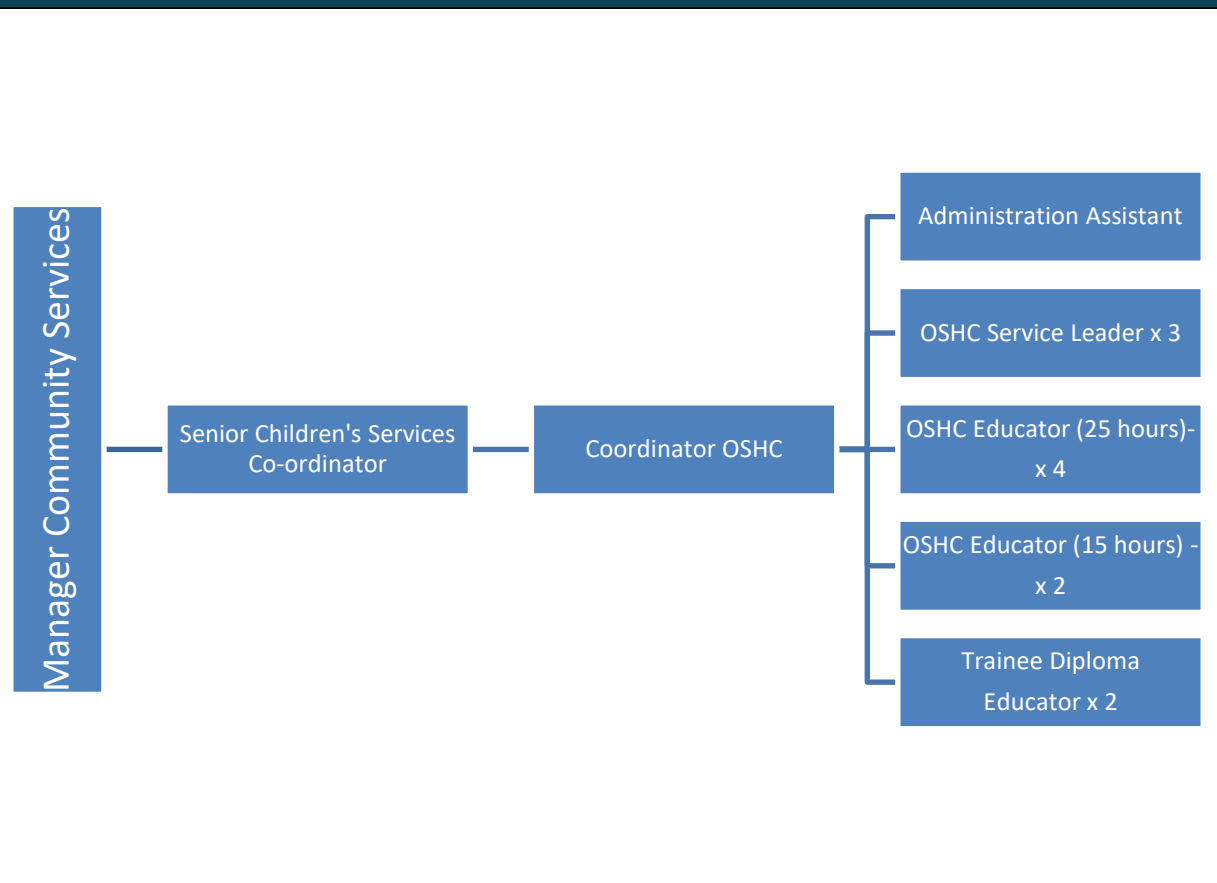


Position Title:	Out of School Hours Care (OSHC) Service Leader
Position Number:	4012
Division:	Community, Recreation and Cultural Services
Section:	Children's Services
Grade:	7
Delegations:	As allocated in the delegations register
Position FTE Hours:	38

Primary Purpose

- To provide direct care and supervision of children aged 5-12 years in a safe, nurturing, supportive learning environment that meets the National Quality Framework (NQF)
- To implement Orange City Council's Children's Services Policies and Procedures
- To assist the Coordinator to lead, guide and support a team which provides education and care to children
- To be the responsible person and in charge of the service.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Diploma in Education and Care
- Certificate IV in OSHC
- Current First Aid Certificate
- Current Class C Drivers Licence
- Working With Children Check clearance

Skills and Experience

- Experience working in an early childhood or OSHC service providing care and Education to children aged 5 to 12 years
- Demonstrated ability to work in accordance with the National Quality Framework in providing an education and care service
- Demonstrated leadership and supervisory skills and the ability to coach, mentor and manage others
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer 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.
- Planning skills, including the capacity to work to deadlines and set priorities.
- 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

- 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.
- Act as the Responsible Person for the service if and when required.
- May be required to lead the development and implementation of the educational curriculum as the Educational Leader for the education and care service if suitably experienced.
- 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 support other educators with 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 ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships.
- To liaise with communities, families, school Principals and staff to advocate for and promote early educational and care ensuring a collaborative approach to educating children.
- To work with the Co-ordinator to complete administrative tasks when required to ensure compliance with legislation and standards
- Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans
- Ensure the safety of children and young people at all times;
- 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 - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> - Checks understanding of own role within the team - Proactively seeks instruction and guidance - Approaches work tasks with energy and enthusiasm - Stays up to date with knowledge, training and accreditation in relevant skills areas - Is willing to learn and apply new skills - Learns from mistakes and the feedback of others
	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> - 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> - 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
Results	Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> - Understands team objectives and own contribution - Plans and organises own work tasks - Asks when unsure about the relative priority of allocated tasks - Manages time appropriately and re-prioritises as required - Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i> - Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness
	Finance, Procurement and Contracts - Foundational "Does it" <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i> - Calculates and records financial information accurately - Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines - Checks quotes and invoices for accuracy - Checks that invoiced fees and charges match goods or services delivered and/or charged

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:	
Signature of Employee:	
Date:	