

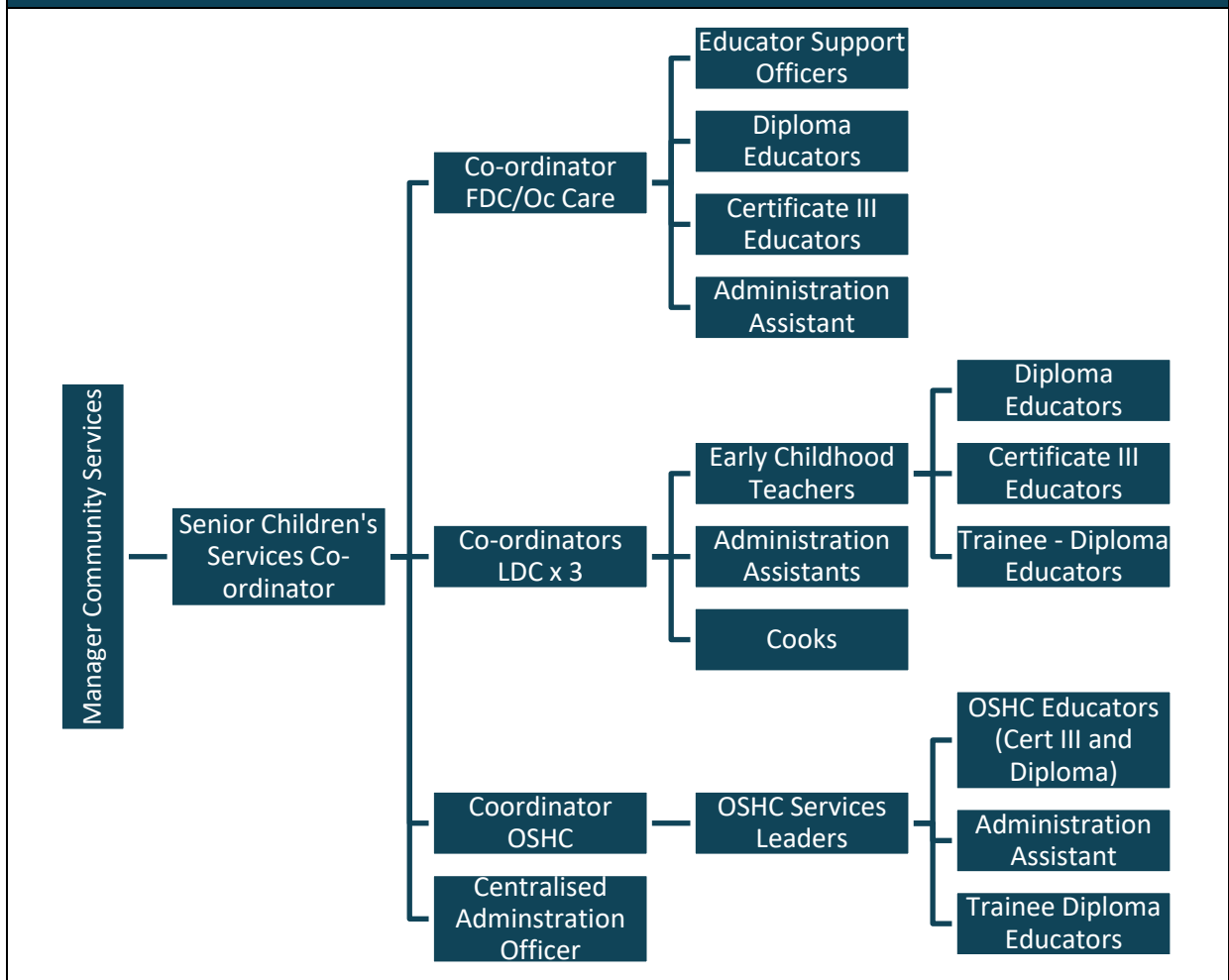
Position Title:	Trainee - Diploma Educator
Position Number:	4123, 4124, 4125
Division:	Community, Recreational and Cultural Services
Section:	Community Services – Children’s Services
Grade:	Relevant Traineeship Rates
Delegations:	Nil
Position FTE Hours	38

Primary Purpose

To undertake training through a Traineeship Agreement, and work with a team to assist in the provision of 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 outlined in the Early Years Learning Framework.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Ability to successfully enrol and complete a Diploma of Education and Care as part of this two-year traineeship
- Current Working With Children Check clearance

Skills and Experience

- An understanding of children and their needs, and an interest in the education and care industry.
- Demonstrate good communication skills, both verbal and written.
- An understanding of how to provide customer service
- Ability to think creatively and to problem solve
- 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 with 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
- Achieve satisfactory academic progress throughout the traineeship and completion of the relevant qualification in Children's Services
- Contribute to the practices of the service and participate in the implementation of the Quality Improvement Plan in accordance with the National Quality Standard
- Actively participating in the planning, implementation and evaluation of a developmentally appropriate child focused program in consultation with educators and parents.
- Uphold the culture, policies, procedures, and practice required in a child safe organisation
- 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	<p>Manage Self - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • 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
	<p>Ownership - Foundational "Does it" <i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly
Relationships	<p>Communicate and Engage - Foundational "Does it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly • Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with others
	<p>Team Work - Foundational "Does it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i></p> <ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results	<p>Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • 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	<p>Health, Safety and Environment - Foundational "Does it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Consistently displays safe working behaviour • Speaks up when something is unsafe • Follows health and safety policies and procedures • Participates in safety discussions • Implement environmental controls as applicable

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:	