



# Centre Manager Early Learning

Armidale Regional Council



**ARMIDALE**  
Regional Council

## CONTACT

Angie Simmonds  
Principal Talent Consultant  
Leading Roles

📞 0476 861 300

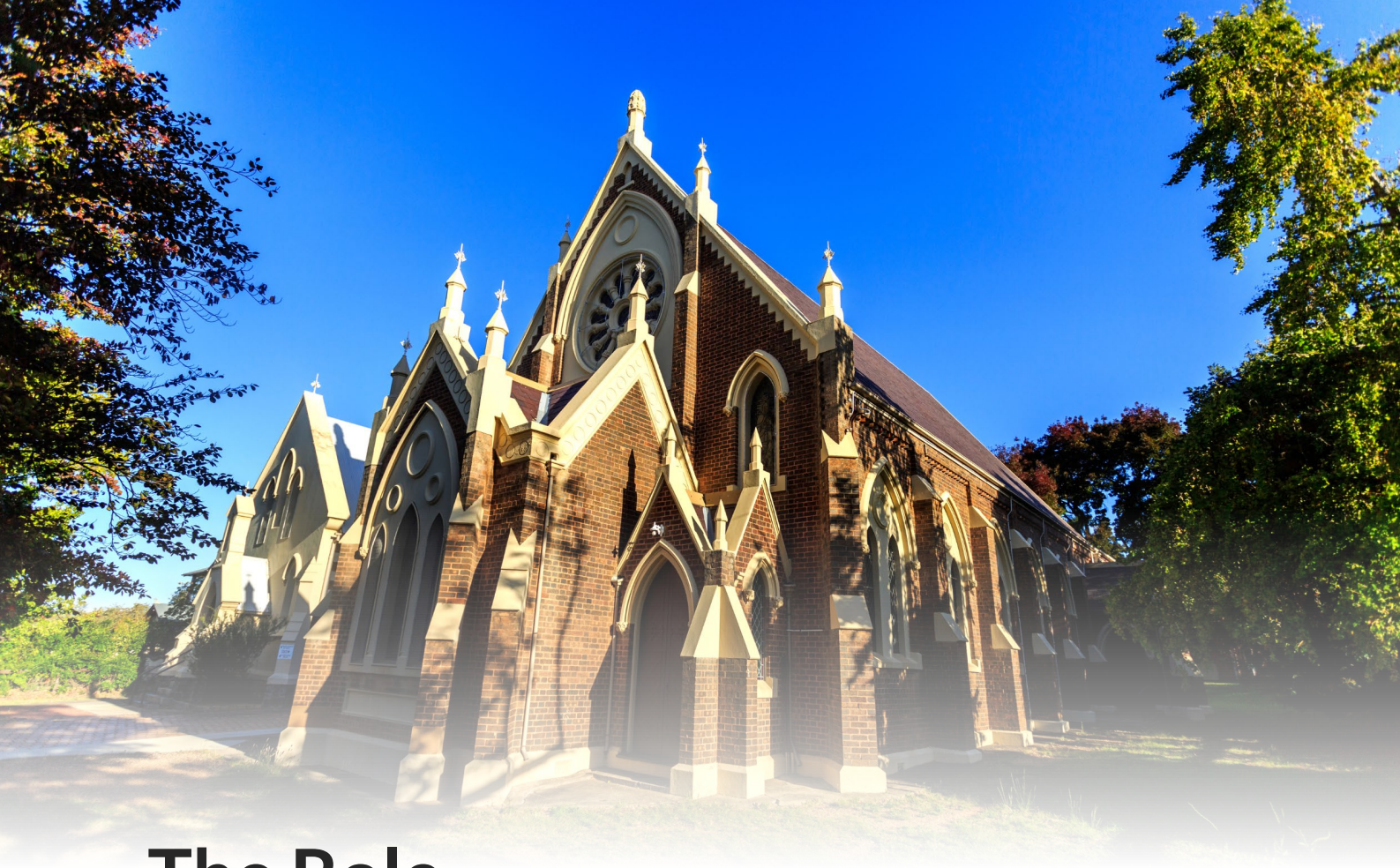
✉ [Angie.Simmonds@leadingroles.com.au](mailto:Angie.Simmonds@leadingroles.com.au)



# Contents

<a href="#"><u>The Role</u></a>	3
<a href="#"><u>Salary Package Information</u></a>	8
<a href="#"><u>About the Region</u></a>	10
<a href="#"><u>Living in the Region</u></a>	12
<a href="#"><u>Recruitment Process and Timeframes</u></a>	15
<a href="#"><u>Contact</u></a>	17
<a href="#"><u>Attachment: Position Description</u></a>	

We respectfully acknowledge the Traditional Owners, the Anaiwan and Kamilaroi people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

Armidale Regional Council is now seeking a Centre Manager Early Learning to lead the team located in Guyra.

The position is responsible for all day-to-day operations of the childcare centre, ensuring high-quality care and education for children, while leading a team of early childhood educators. This role also requires budget management, compliance and planning.

The ideal candidate will be a passionate early childhood educator with great team leadership experience who is interested in developing their operational management skills, such as developing and monitoring budgets and centre administration. The Centre Manager will join a small, tight knit team and enjoy a wide-ranging role with a balance of technical, operational and 'hands on' elements of childcare centre management.

This is an excellent career opportunity for an experienced, diploma level, early childhood educator to expand their skills and take a step up in their career.





# Key Responsibilities

## Leadership

The Centre Manager Early Learning is responsible for leading, managing and developing the team of early childhood educators to ensure the provision of high-quality care and education for the attending children. This includes co-ordinating staff schedules, overseeing professional development and fostering a positive workplace culture.

## Regulatory Compliance

A key responsibility is adhering to and implementing regulatory requirements, which involves understanding, following and ensuring the centre's compliance with local, state and federal regulations and standards. This includes updating policies, procedures and practices to meet these requirements and conducting regular audits to ensure ongoing compliance.

## Developmental Educational Programs

A crucial responsibility is overseeing the developmental educational program for children, which involves planning, implementing and evaluating high-quality, inclusive and age-appropriate learning experiences. This role also requires monitoring children's progress, adapting programs to meet diverse learning needs and fostering a nurturing and stimulating educational environment.

## Financial Delegation

A key responsibility involves managing financial obligations such as creating and monitoring budgets, overseeing procurement processes and managing billing procedures. This requires ensuring the centre operates within its means, making cost-effective decisions and ensuring timely and accurate billing for services provided.





# Challenges & Opportunities

- This position presents a unique opportunity for an emerging leader, as it allows for significant responsibility and leadership growth that wouldn't typically be offered at a diploma level in larger organisations. You will be fully supported in developing your leadership skills, making this an excellent chance to advance your career in early childhood education. There is also an opportunity to be connected with an industry leader to provide mentoring.
- The Centre is the only childcare facility located in Guyra which is a tight-knit community. The role offers an opportunity to make a real impact in providing services to the local community.
- One of the challenges of this role includes dealing with an ageing centre building that, while compliant, occasionally experiences maintenance issues. However, it is worth noting that the management of the building falls under the delegation of another team member within the council, relieving the Centre Manager of this particular task.
- Being managed by the council, the childcare centre offers numerous benefits including local government perks such as a stable work environment and competitive benefits. Additionally, there are opportunities for internal and company-wide training, which aid in professional development.

# Stakeholder Engagement

The Centre Manager Early Learning will be required to engage with external stakeholders occasionally, these include the New South Wales Education Standards Authority and other regulatory bodies.

## The Team

The team is comprised of 10 staff members who have worked together long-term and have created a supportive and committed environment. The team are fully supportive and welcoming of a new centre manager and are looking forward to new ideas and contribution to the centre.

## Direct Reports

10 staff including educators and a cleaner who work in both full time and part time capacities.



Courtesy of Armidale Regional Council





## Qualifications, Skills & Attributes

- Bachelor of Education (Early Learning) or working towards.
- Hold/or have the ability to obtain a current clear police check, working with children clearance, and first aid certification.
- Demonstrated understanding of the early year's framework.
- Practical understanding of the day-to-day operations of a childcare centre.
- Knowledge in EXPLOR highly desirable.
- Be a strong and confident decision-maker.
- Be an engaged team player with a willingness to be 'hands on' where required.
- Display a high-level of resiliency and capacity to develop into a strong leader.
- Be a leader in continual improvement.



## Salary Package Information

The Armidale Regional Council employee benefits include:

- Remuneration - \$85 274 (negotiable)
- 11% superannuation
- Relocation assistance up to \$5,000
- Flexible working arrangements in roster and shift times
- Discounted gym membership
- Lifestyle: Guyra is a small town located in the Northern Tablelands region of New South Wales approximately 30 minutes from Armidale. It is a tight-knit community that offers a peaceful and friendly environment for its residents.



“Moving to the new England region, particularly Armidale, was very exciting for my wife and I as it has everything you could possibly want without the hustle and bustle of a big city.

Arriving in town we were blown away by the beautiful old buildings and spent our first few weekends walking around town looking in the many old churches and taking photos of them along with the deciduous trees scattered throughout the city that were all changing colour.

A couple of big factors for us moving to Armidale was the affordable house prices and the fact the town is built around education so has multiple highly regarded schools and a university.

For me, the best part about working for Armidale Regional Council is the opportunity to join a group of likeminded people that genuinely want to make a difference in the community. The ELT are an incredible group of leaders that genuinely care for your wellbeing, are very approachable and go out of their way to help you.

Their leadership is creating a business that is becoming more versatile and adaptable to change. I look forward to growing my knowledge within local government and having the freedom and support to make positive change.”

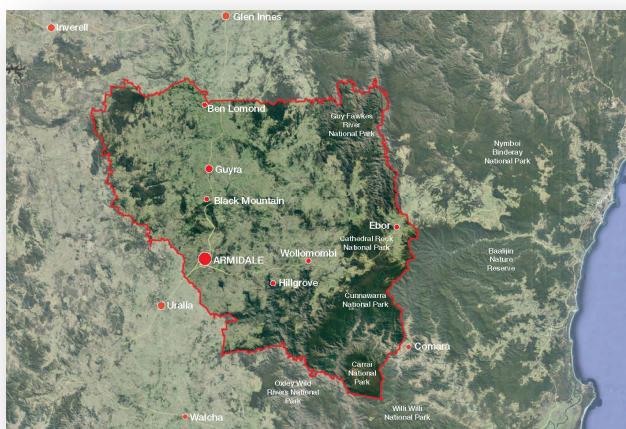
Lachlan Hogg; Manager Plant, Fleet and Depots;  
Armidale Regional Council



# About the Region

Armidale Regional Council is in the New England and Northern Tablelands regions of New South Wales and covers an area of approximately 8,621 square kilometres, about 500 kilometres north of the Sydney CBD and 500 kilometres south of the Brisbane CBD. Currently the region is home to an estimated 29,317 residents, with agriculture, forestry and fishing, education and training, and health care and social assistance being the predominant employment industries.

Armidale and the town of Guyra are the main centres with villages located in the area of Ben Lomond, Black Mountain, Dangarsleigh, Ebor, Hillgrove, Kellys Plains, Llangothlin and Wollomombi.



Links to Council Information



The Council area encompasses a significant proportion of National Park, State Forest and nature reserves, and has highly productive rural land used largely for sheep and cattle grazing, with some fruit growing, viticulture and tourism.

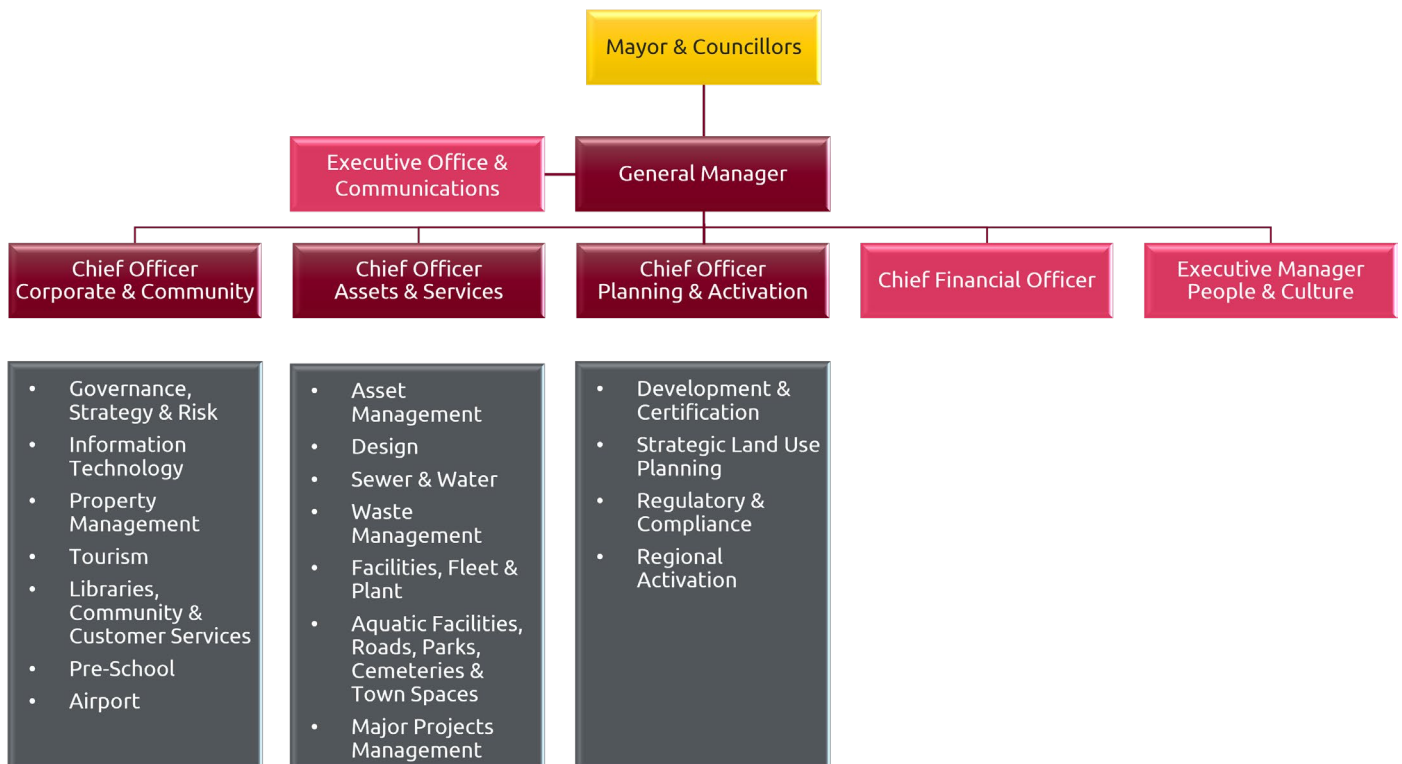
The Armidale Region is predicted to grow by more than 25% over the next ten years, capitalising on its unique mix of education, agriculture and high-country tourism.

Armidale city differs from most inland regional centres because it has a long-established university, transforming it from a rural town to a sophisticated city that has a wider range of jobs and business opportunities not usually found in the country.





# Organisational Structure





# Living in the Region



## Housing

The current median housing price is \$425,000 for a 3-bedroom property and the current median rental price of \$400 per week.



## Educational Facilities

Armidale is a regional education hub and is well-serviced by both state and private school facilities throughout the region. For those wishing to further their education, the University of New England is located in the heart of Armidale, and there are also several colleges available in the area. In 2021, 2,124 people in Armidale Regional Council area were attending university. This represents 7.3% of the population, compared to 3.0% in Regional NSW. 26.7% of people in Armidale Regional Council area had a Bachelor or Higher degree qualification, higher than Regional NSW.



## Healthcare

There are excellent medical facilities in the region including both public and private hospitals readily available. The region is home to medical centres, private health centres, dental practices and aged care facilities.

## Statistics Profile of the Region





# Living in the Region



## Shopping & Dining

The Armidale Regional Council area covers all your shopping needs, including boutiques, art galleries, and specialty stores. The dining is second to none in the region using fresh local produce. The region is also known for its award-winning wines. And for fresh produce for your home, you can't go past the local Armidale Farmer's Market.



## Sports & Recreation

The Armidale Regional Council area is home to two aquatic centres, outdoor sports facilities, sporting clubs, and beautiful local parks and gardens. There is something for everyone with easy walking treks, a skate park for the skating enthusiast, and heritage tours to absorb the region's culture and history. The region has many events throughout the year, one of the highlights being "Big Chill" held annually in May



## Getting Around

Of the 13,683 people who work in Armidale Regional Council area, 11,445 or 83.6% also live in the area.

54.7% of people travelled to work in a private car, 0.6% took public transport and 4.2% rode a bike or walked. 22.6% worked at home.

This means only 7485 people are commuting to work on any given day making traffic a non-event in your new tree change lifestyle.

Armidale Airport is 6 kilometres from the city centre and has daily return passenger flights to Brisbane and Sydney. The region is serviced by rail and local buses with numerous coach services also available. Armidale is approximately 6 hours from either Brisbane or Sydney, and 2.5 hours from the Coffs Coast.

# Discover Armidale





# Recruitment Process



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Demonstrated 'hands on' experience in a childcare centre.
- Demonstrated understanding of the day-to-day operational requirements of a childcare facility.
- Strong understanding of regulatory and compliance requirements.
- Bachelor of Education (Early Learning), or working towards.



## Applications Open

- Week Commencing  
Monday 22 January 2024



## Applications Close

- 5pm Monday 19 February 2024



## Initial Assessment

- Week Commencing 19 February 2024



## Council Interviews

- TBD

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



# Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.





# Angie Simmonds

## Principal Talent Consultant



### CONTACT

☎ 0476 861 300

✉ [angie.Simmonds@leadingroles.com.au](mailto:angie.Simmonds@leadingroles.com.au)

Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.





# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT [WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)







ATTACHMENT

# Position Description



# Position Description

<b>Position:</b>	Coordinator/Nominated Supervisor – Guyra Preschool / Long Day Care Centre	(Position Code: 1197)
<b>Reports to:</b>	Manager Community Services	
<b>Classification:</b>	Grade 7 Band 3 Level 2 Local Government (State) Award 2023	
<b>Term of Employment:</b>	Full Time	
<b>Number of direct reports:</b>	12 (full-time and part-time)	
<b>Other Staff reports:</b>	Nil	
<b>Location:</b>	This is an Armidale Regional Council role based at Guyra Pre-School and Long Day Centre, 199 Bradley Street, Guyra.	
<b>Operational Expenditure:</b>	\$5000	
<b>Capital Expenditure:</b>	Nil	
<b>Delegations</b>	In accordance with Council's Delegations Register.	

## Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, economic development, pre-schools, waste facilities and water and sewer infrastructure.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

## Service Description

The Guyra Pre-School and Long Day Care Centre operates as a commercial business and consists of a community-based Pre-School and Long Day Care Centre in Guyra. It delivers high quality and individualised care to children aged from 6 weeks to 12 years old, offering long day care and preschool services, as well as before and after school care.



## Position Profile

The Coordinator/Nominated Supervisor is responsible for the day-to-day operation of the Child Care Centre and its associated activities. They are required to coordinate all activities within the Centre in an efficient and effective manner, along with providing guidance and support to all Educators to ensure the care and education of children and their families. The Coordinator/Nominated Supervisor is required to ensure the Service maintains and adherence to all policies and procedures, as well as the requirements of the Early Years Learning Framework (EYLF) and the National Quality Standards (NQS). This role involves both time within the childcare roster as well as 'off the floor' responsibilities. Working closely with the person with Management control, the Coordinator/Nominated Supervisor be required to support, lead and mentor the educational team. The Centre is a long day care centre with a licence for up to 29 children per day from 7.30am-6.00pm, five days a week, 50 weeks of the year.

## Key Position Accountabilities

In consultation with the person with Management control, this position is accountable for:

- Planning, delivering and evaluating an appropriate educational program to meet the needs of children attending the Centre and its associated programs.
- Ensuring the Centre operates in accordance with regulations and conditions of subsidy determined by the Department of Education and in accordance with Council Policy.
- Driving the overall profitability, contractual and leasing outcomes for the Centre.
- Managing the administrative aspects of the Centre (including timesheets, leave forms, work plan reviews, reporting and forms)
- Providing support and guidance to parents in relation to education of their children.
- Attending meetings and provide reports, ensuring parents are involved with and understand the program objectives.
- Liaising closely with the Department of Education, to ensure development, planning and implementation of programs is relevant and appropriate.
- Providing and maintaining appropriate financial, administrative and developmental records.
- Providing monthly and annual reports concerning operation of the Centre to Council.
- Promoting the Centre within the community so its aims and objectives are clearly understood.
- Managing staff to enhance team performance.
- Preparing and managing budgets in an accountable manner.
- Undertaking other reasonable duties that are within the limits of the incumbent's skills, competence and training.

*It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.*

## Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

### Inclusion

- Having positive interactions with other staff and valuing all staff for who they are. Valuing diversity and allowing for real opportunities for all staff to have meaningful relationships.

### Wellbeing

- What is ultimately good for staff, what is in the self-interest of staff to ensure they are comfortable, healthy and happy in the workplace.

### Transparency

- Conducting your duties in a way that creates openness between managers and staff by sharing information freely in an effort to benefit Council, staff and the Community.

### Commitment

- Taking ownership of your work and being an ambassador for Council through a willingness to get involved.

## Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

### Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

### Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.



## Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

## Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

## Selection Criteria

### Essential

- ACECQA recognised Diploma of Community Services – Childrens Services or Diploma of Early Childhood Education and Care - with at least two years' experience in an Early Childhood setting.
- A strong understanding of the Early Years Learning Framework (EYLF), National Quality Standards (NQS) and the NSW Child Safe Standards.
- Must be able to meet the minimum requirements of a Nominated Supervisor as per the Education and Care Services National Regulations.
- Current First Aid, CPR, Asthma and Anaphylaxis training (or willing to obtain)
- Completed '*Identify and report Children and Young People at Risk*' and valid Working with Children's Check and National Police Check (or willing to obtain prior to commencement)
- Excellent verbal and written communication skills and sound decision-making abilities.
- Strong computer and technology skills relevant to the Early Childhood industry.
- Budget and financial accountability experience.
- Unlimited Work rights in Australia

### Desirable

- Previous use of the XPLORE application/system
- Knowledge of Local Government
- Current valid Driver's Licence
- Willingness to obtain/work towards Early Child Teaching Degree

## Authorisation

Prepared by:	Kylie Giles
Approved by GM (or delegate):	People & Culture
Date Approved/Updated:	24/07/2023
Version No:	

## Employee Acknowledgement

Signed by:	
Print Name:	
Date:	