



Role Description

Title:	Coordinator	Location:	Toowoomba
Reports to:	Senior Manager: Kindergartens and Care	Classification:	Level 5.1 – 6.3 dependent on experience and qualifications
Facility:		Tenure:	Part time, Continuing

1.0 Purpose

The Coordinator works collaboratively with the Senior Manager: Kindergartens and Care to provide support, service, and leadership to the Kindergarten and Care services across the Diocese.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures and guidelines
- the Kindergartens and Care Services strategy.

2.0 Experience and qualifications

Essential

- Diploma in Children Services or equivalent
- Certificates in First Aid, CPR, Asthma, and Anaphylaxis
- a current blue card for working with children issued by Blue Card Services, or a willingness and ability to obtain one
- a thorough understanding of the Education and Care Services National Law Act 2010 and Educational and Care Services National Regulations 2011
- conversance with National Quality Framework and My Time Our Place
- conversance with relevant regulatory authorities
- experience with QikKids and Storypark
- willingness to be the Nominated Supervisor of the service
- demonstrated ability to set priorities and monitor workflow
- demonstrated high levels of problem solving, decision making and negotiation skills
- use of discretion and judgement
- ability to provide leadership of others in the use and interpretation of localised policies, procedures and guidelines
- effective relationship building and influencing skills



- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

Desirable

- a minimum of 2 years of experience in education and care of children
- leadership of a childcare service

3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Kindergartens and Care (TCKC)
- 3.2 support children, families and the community
- 3.3 contribute to safety
- 3.4 actively participate in the workplace
- 3.5 collaborate and communicate with other members of TCKC services and Toowoomba Catholic Schools Office (TCSO) and a range of external stakeholders to ensure high professional standards are met
- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCKC.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCKC, TCSO, and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCKC policy and procedure.
- 4.4 While at work the role holder must
 - take reasonable care for his or her own health and safety
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
 - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Authority limits

Full authority is delegated from the Executive Director: Catholic Schools to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Senior Manager: Kindergartens and Care or the Executive Director: Catholic Schools.



6.0 Reporting and other relationships

The Coordinator reports directly to the Senior Manager: Kindergartens and Care. Other significant relationships exist with members of the Toowoomba Catholic Schools Office and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.



Duties statement

Coordinator

Please note: this statement links to the key result areas in the Role Description

3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Kindergartens and Care (TCKC)

- 3.1.1 contribute to the achievement of the strategies set out in the Kindergarten and Care Services strategy
- 3.1.2 attend professional development as appropriate
- 3.1.3 document and report on the progress of initiatives in the Kindergarten and Care Services strategy and the TCKC Strategic Plan as required
- 3.1.4 contribute to the development of policy, procedures, guidelines and associated systems for monitoring the application of policy, procedures, and guidelines in Kindergartens and Care Services
- 3.1.5 quality assure the data collection, analysis, and reporting associated with Kindergartens and Care Services
- 3.1.6 communicate to Kindergarten Directors and Outside School Hours Care (OSHC) Coordinators and staff at TCKC in relation to directions provided by supervisors
- 3.1.7 participate in and contribute to strategy, plans, and team goal setting
- 3.1.8 recognise how own work contributes to the team and organisational goals
- 3.1.9 identify issues, changing priorities and goals that may impact on own work and demonstrate an awareness of implications for own work
- 3.1.10 draw on information from multiple sources and use agreed guidelines to analyse what information is important and how it should be used
- 3.1.11 use discretion and initiative to recognise the importance of available information
- 3.1.12 keep others well informed on work progress
- 3.1.13 undertake analysis and draw accurate conclusions based on evidence
- 3.1.14 think laterally and identify and implement improved work practices

3.2 support children, families and the community

- 3.2.1 provide timely, effective and compliant management of the service, including but not limited to, staffing, financial management, and administration duties
- 3.2.2 ensure the provision of a safe caring environment
- 3.2.3 ensure positive relationships with the local community and participates as a member of the regional team
- 3.2.4 foster positive interactions with and support of parents and families
- 3.2.5 ensure the preparation, implementation, and evaluation of programs consistent with current legislation and frameworks
- 3.2.6 provide an environment that values children and supports their learning through play
- 3.2.7 model and support positive interactions with children
- 3.2.8 lead a service that reflects the National Quality Standards



- 3.2.9 engage and mentor staff to continue to embrace the National Quality Framework
- 3.2.10 maintain a thorough knowledge of the Education and Care Services National Law Act 2010 and Educational and Care Services National Regulations 2011

3.3 contribute to safety

- 3.3.1 comply with the child protection processes and guidelines including setting appropriate boundaries and practices which safeguard children
- 3.3.2 comply with all relevant Workplace Health and Safety Legislation and Australian Standards
- 3.3.3 identify and control hazards and participate in the risk management process
- 3.3.4 ensure the environment is healthy and safe, including, but not limited to, the physical environment, food preparation, and hygiene

3.4 actively participate in the workplace

- 3.4.1 demonstrate an understanding and willingness to work in an environment that is guided by the Catholic ethos and values
- 3.4.2 act professionally at all times as described in the TCKC Code of Conduct
- 3.4.3 implement effective practices that promote teamwork, and encourage consultation and provide leadership
- 3.4.4 adhere to all regulations, policies, and procedures
- 3.4.5 lead continuous improvement processes
- 3.4.6 provide accurate information and advice
- 3.4.7 acknowledge mistakes and learn from them, seeking guidance and advice when required
- 3.4.8 remain positive and respond to pressure in a calm manner
- 3.4.9 seek feedback from others and act on constructive feedback
- 3.4.10 understand areas of strength, work with supervisors and line managers to identify development needs, and participate actively in professional and personal development
- 3.4.11 reflect on own behaviour and recognise the impact on others
- 3.4.12 show initiative and do what is required
- 3.4.13 focus on achieving outcomes even in difficult circumstances

3.5 collaborate and communicate with other members of TCKC services and Toowoomba Catholic Schools Office (TCSO) and a range of external stakeholders to ensure high professional standards are met

- 3.5.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.5.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCKC and TCSO
- 3.5.3 establish and maintain effective communication networks with all stakeholders
- 3.5.4 work collaboratively with stakeholders
- 3.5.5 draft and quality assure correspondence, communication and marketing collateral



3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- 3.6.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Kindergartens and Care Services Strategy

