

Position Description

Trainee – Children’s Services (Diploma)

Directorate	Corporate and Community Services
Location	Bland Children’s Services Pine Street, West Wyalong
Classification/Grade/Band	Grade 7 – Temporary position for 24 months
Position Code	3403 – 38 hour/week
Date Position approved	September 2014

Council values

Bland Shire Council has seven (7) values that form our foundations and are embedded in our culture. The values inspire us to take ownership of our roles and responsibilities. They are tangible and are at the core of every interaction we have, and, in every action, we take in performing our jobs. All employees are responsible for upholding these values when representing Council.

Working together

 COMMUNITY <i>Put the community first</i>	 TEAM WORK <i>Work together as a committed team</i>	 RESPECT <i>Respect & value each other</i>	 COMMUNICATION <i>Open & honest communication</i>	 INTEGRITY <i>Act with integrity & honesty</i>	 SERVICES <i>Continuously improve our services</i>	 SAFETY <i>Keep ourselves & others safe</i>
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to improve our quality of life

Primary purpose of the position

To promote children’s wellbeing, development and learning. Help them to develop values, attitudes and ways of living and learning that will make them effective members of our community.

Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake and complete Diploma Early Childhood Education and Care
- Develop open learning relationships with all children by responding to their cultural traditions, strengths abilities and interests.
- Provide a vibrant flexible indoor / outdoor learning environment that is responsive to the interests and abilities of all children.
- Assist with the planning, documenting and evaluating of children's learning so that children's progress can be identified documented and communicated to families.
- Develop a working knowledge of the National Quality Framework, including the Early Years Learning Framework.
- Contribute to ongoing learning through reflective practice.
- Develop and maintain a professional relationship with parents and members of the public in a professional manner
- Provide feedback on operations to ensure a secure, caring and developmental environment for the children is maintained at all times
- Follow established work procedures and policies and work within and legislation requirements
- To assist with the implementation of high quality children's programs, respond to individual strengths and interests of children and families.
- To work as a team member to develop and maintain safe inclusive educational practices for all children.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Corporate Responsibilities

- It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Bland Shire Council
- Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy.
- Under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether they are a usual function of the position.
- Child Safety Commitment: All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.
- Delegations - adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
- Facilitate the recruitment, training, development, Competency assessments and annual reviews of staff improving efficiency and service delivery.
- Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

- Comply with all Council's policies, procedures and guidelines.

Key internal relationships

Who	Why
Team members	Negotiate task priorities Ensure safety and quality standards are met
Coordinator Children's Services	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements

Criteria:

Essential Criteria:

Certificate III in Early Childhood Education and Care
 Enrolment or willingness to be enrolled in and complete Diploma in Early Childhood Education and Care
 Higher School Certificate or Record of School Achievement or Year 10 Transcript of Study
 Current Working with Children Check number and clearance (If 18 years or older)
 Current Provisional 2 Driver Licence as a minimum

WHS and EEO

Sound understanding or ability to acquire an understanding of and commitment to EEO and WHS principles and practices.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Standing/walking – Constant	Sitting – Occasional
Squatting/kneeling/stooping – Frequent	Fine finger manipulations (keystrokes and writing) – Occasional
Bilateral gross hand manipulations – Frequent	Lifting/carrying 10kg to 15kg – Occasional

Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles-Mumps-Rubella (MMR), Pertussis (Whooping cough), Varicella (Chickenpox) and Influenza to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.





Working With Children's Check

If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

- **Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy.
- **Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity.
- **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes.
- **Technology and Information:** Use technology and information to maximise efficiency and effectiveness.