

POSITION DESCRIPTION



AREA MANAGER

This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



Charter of Commitment to Child Safety

Cire Services is committed to creating a child safe organisation where all children and young people are safe and feel safe.

Cire Services has greater focus on safety for those children and young people who are considered more at risk to abuse and neglect.

Cire Services actively supports and facilitates participation and inclusion of Aboriginal children, children from culturally and/or linguistically diverse backgrounds (CALD), those who are unable to live at home, children with a disability and/or child from sexuality and gender diverse groups (LGBTQIA+).

| OVERVIEW | |
|--------------------------|-----------------------------------|
| Title | Area Manager |
| Business Unit | Early Learning |
| Department | Early Learning |
| Reports To | Executive Manager, Early Learning |
| Primary Location | Lilydale |
| FTE | 1.0 |
| Award and Classification | TBC |
| Date Prepared | January 2023 |

POSITION PURPOSE

The Area Manager will lead and support a portfolio of services including, early learning, sessional kindergarten, occasional care and OSHC programs. Providing these services with pedagogical and educational leadership and ensuring compliance with relevant legislation, regulations and Cire policies and processes. Inspiring the services in the provision of high-quality programs.

POSITION DESCRIPTION



AREA MANAGER

PARAMETERS

| | |
|---------------------------|--|
| Direct Reports | None |
| Key Internal Stakeholders | Centre Directors, Nominated Supervisors, OSHC Coordinators, Educators, CEO, Executive Manager – Early Learning |
| Key External Stakeholders | Department of Education and Training, ELAA, ACECQA, Local Government Areas, Inclusion Support, PSFO, other Peak Bodies |
| Key Challenges | Ensuring implementation and compliance with EYLF, NQS and relevant legislation and regulations across multiple services. |

QUALIFICATIONS AND CERTIFICATIONS

- Bachelor of Education in early Childhood or Diploma in Early Childhood Education and Care with relevant experience or Diploma of Training and / or Business Management (or equivalent)
- Full Australian drivers licence
- Current Working with Children Check
- VIT Registration
- Clear Police Check
- Clear Australian Right to Work Check
- Currently hold, or willing to obtain, First Aid certificate

KNOWLEDGE AND EXPERIENCE

- Comprehensive knowledge of compliance and legislation relevant to the early childhood sector, including but not limited to the Education and Care National regulations, National Quality Framework and EYLF
- Experience with assessment and rating
- Extensive experience in managing multiple centres at one time (6+)
- Have previously performed in an Area Managers role for 2+ years

CAPABILITIES

- Excellent leadership and motivational skills
- Capabilities to assist in the development and implantation of policies and processes ensuring best practice
- Experience in conflict resolution and workplace relations
- Ability to work autonomously and across various locations (flexibility to travel across all metro locations is a necessity)
- Understanding and drive to meet KPI's, and assist service's in driving their individual KPI's
- Strong business acumen, including a good understanding of financials
- Ability to drive pedagogical and educational leadership
- Excellent communication, influencing and interpersonal skills to develop strong internal and external relationships.

POSITION DESCRIPTION



AREA MANAGER

| YOUR AREAS | WHAT YOU DO | SUCCESS MEASURES |
|------------|--|--|
| Leadership | <ul style="list-style-type: none"> Contributing to the development of a strong team culture across all services, reflective of our vision, values and the modelling of expected behaviours. Coach and mentor team through quality pedagogical and operational systems in regards to best practice. Develop talent management and strong succession planning. Identify and develop internal talent to provide strength across the services. Work in partnership with Centre Directors, and Educators to ensure the delivery of high-quality care and education. Support the Educational Leader in overseeing programming that promotes commitment to continual improvement to the quality of care provided within the services. Support Educators in their ongoing professional development and/or working towards a higher qualification. Provide information and support to assist the Educator in providing improved services. Guide and support the Educator to provide an inclusive, culturally and developmentally appropriate environment for children. Provide ongoing support and assistance as required to Centre Directors and Educators in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested. Provide mentoring and guidance to Centre Directors and team to promote a high level of understanding of the Early Years Framework and the delivery of engaging, creative and environmentally friendly programs for children. Mentor Centre Directors and Educators to achieve their own professional goals and high levels of performance. Be able to Identify and embrace opportunities to continuously support services to learn and grow through professional development. | <ul style="list-style-type: none"> Services are operating in a manner that reflects our philosophy, vision and values. Development of a talent management and succession plan. Quality Improvement Plan has been successfully implemented. Centre Directors and team can demonstrate understanding of Early Years Framework and programming is engaging, creative and environmentally friendly for children. Demonstrated networking with families and community. Creation of development and professional goal plans for educators. Organisation of professional development plans for services. |
| Compliance | <ul style="list-style-type: none"> Working to ensure the key performance indicators for your portfolio of centres are achieved and taking decisive action to resolve under performance with a strong focus on compliance, quality, revenue, wages, occupancy and operating costs. Ensuring all Centre's are compliant with all company policies and regulatory requirements are embedded in every centre. | <ul style="list-style-type: none"> Achievement of Excellent Assessment and Ratings for services. All services are compliant with regulations and company policies and procedures. All services are compliant with the national Quality Framework. Reports are completed in a timely and accurately manner. |

POSITION DESCRIPTION



AREA MANAGER

| YOUR AREAS | WHAT YOU DO | SUCCESS MEASURES |
|------------------------|--|---|
| | <ul style="list-style-type: none"> • Monitor standards of care and ensure hygiene, nutrition, health and safety guidelines and regulations are being met. • Monitor care to ensure compliance against regulations and the National Quality Framework. • Assist Educators in making improvements and modifications to ensure compliance and best practice. • Support Nominated Supervisors in regard to administrative duties. • Ensure each centre operates according to company policies and procedures, legislative requirements and the National Quality Framework. • Manage internal and external reporting requirements efficiently. | <ul style="list-style-type: none"> • Teams are demonstrating their commitment to compliance and best practice services. |
| Operational management | <ul style="list-style-type: none"> • Reviewing profit and loss statements for your portfolio of centres each month and working with Centre Directors on opportunities to improve centre performance. • Review and work with Centre Directors to ensure that debtors are with acceptable levels. • Identifying potential risks for the business regarding demographic changes, competition and expansion opportunities. • Being able to step into the role of Centre Director to set up new centres or turn around poor performing centres if required on a temporary basis. • Managing content for all marketing platforms on a regular basis. • Excellent project-management and organisational skills to manage work within agreed standards and timelines. • Monitor educator's equipment and resources to facilitate high quality care. • To manage your time to visit all services and report back to the Executive Manager Early Learning monthly. • Working closely with Centre Directors to implement systems and operational processes for the effective day to day management of each centre. • Build and maintain open and supportive communication with staff, children and families of each centre. | <ul style="list-style-type: none"> • Services are running at expected level of performance and efficiently. • Debtors are within accepted levels. • Equipment and resources are maintained and managed to a high standard. • Regular visits to all services and positive feedback from team that they feel supported. • Positive feedback from children and families accessing the services. |
| Values | <ul style="list-style-type: none"> • Demonstrate and work with: • Integrity; • Respect; and • Quality | <ul style="list-style-type: none"> • We do what we say, and we stay true to our values and commitments • We respect those in our communities and we actively seek to engage all |

POSITION DESCRIPTION



AREA MANAGER

| YOUR AREAS | WHAT YOU DO | SUCCESS MEASURES |
|------------|--|--|
| | | stakeholders so that we can deliver on what we promise <ul style="list-style-type: none">• We focus on providing high quality services across all aspects of our organisation |
| OH&S | <ul style="list-style-type: none">• Understand WorkSafe requirements and act responsibly• Comply with OH&S standards and responsibilities• Report hazards and incidents immediately or within 24 hours at the latest• Regularly check the workplace for safety• Ensure other employees are operating safely, and address unsafe practices. | <ul style="list-style-type: none">• Workplace incidents and hazards are addressed within the required timeframes.• You operate safely at all times. |
| Ad hoc | <ul style="list-style-type: none">• Other duties and projects as reasonably directed from time to time | <ul style="list-style-type: none">• Demonstrated flexibility and adaptability to ad hoc requirements |

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

Employee name

Date signed