



WHITEHORSE CITY COUNCIL

Position description

Job title: Assistant Director Whitehorse Early Learning Services	
Classification: Assistant Director	Effective Date: February 2026
Reports to: WELS Director	Tenure: Permanent Part-time (0.5 pro rata)

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position assists the Centre Director in overseeing the operations of a quality education and care service, Whitehorse Early Learning Service (WELS), and provides administrative and leadership support to ensure the service is efficient, safe and sustainable.

Undertaking day-to-day administrative operations of the centre, including staffing, rostering, child enrolment (and working to staff to child ratios), kinder programming, budgeting and expenditure, grant applications, stakeholder management and centre related communications.

Key Responsibilities

Position Specific Responsibilities

Assist the Centre Director to:

- Ensure the centre is compliant with all aspects of the Education and Care Services National Law and Regulations, National Quality Standards (NQS), Child Protection and Child Safe Standards, Approved Frameworks and all Early Learning Victoria policies and procedures.
- Adhere to Council policies and procedures and/or other relevant and successor legislation and guidelines.
- Provide leadership, guidance and coaching to Whitehorse Early Learning Service employees to ensure they fulfil their roles and responsibilities.
- Provide administrative support to ensure the effective function and operation of the early learning centres such as development of rosters, recruitment, meetings, training & development for employees in line with frameworks and legislation to meet the education and care needs of children and families.
- Providing a high standard of financial management to team budget, reporting and forecasting including responsibility for operating the Centre efficiently and effectively to achieve income and expenditure targets as established in the City's annual budget and in accordance with regulatory requirements where applicable.
- Assist with operating an economically transparent service and ensure all financial practices are well planned, documented and executed expeditiously and in accordance with Council's processes, timeframes, policies and procedures.
- In partnership with the WELS leadership team oversee the implementation of high-quality care and educational programs that support children's physical, social, emotional, and cognitive development and nutritional needs. Upholds the Early Learning Victoria philosophy and translates this into WELS and centre-level values and goals.

- Assist the Director with day-to-day family engagement including through enrolment and orientation and local induction. Ensure all families feel a sense of belonging, Keeping family communication consistent and positive across the service. Including supporting family events and community-building activities.
- Steps into leadership conversations with families when needed, ensuring continuity of relationships and care
- Facilitates collaboration with partner organisations and other Council Departments including finance, building maintenance, capital works, marketing and communication teams.
- Lead by example, displaying a positive, proactive, respectful approach to problem solving as well as in developing relationships across Council and at all times as a representative of Council.
- Supports the Centre Director with all aspects of centre staffing including recruitment, induction, rostering, performance, training, professional development and mentoring, safety and wellbeing and promoting a positive team culture.
- Engages with staff on all aspects of operations, fostering a collaborative centre dynamic that encourages communication and shared problem-solving.
- Actively develop positive relationships and support collaboration with families that enable them to contribute to the program and service overall.
- Ensure the development and maintenance of accurate appropriate written records, reports and information including but not limited to preparation of regular reports for the Coordinator Whitehorse Early Learning Service on the financial and operational status of the service and legislative requirements.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

- May be required to fulfill other duties including backfilling roles at the centre to sustain staff to child ratios and regulatory compliance.
- Demonstrate Council's Values and Behaviours in accordance with training and policy and commit to maintaining these workplace standards at all times.

Accountability and Extent of Authority

Budget: Nil -

Budgeting skills required in order to assist the Centre Director in maintaining, reporting and balancing of budgets and when stepping into the Centre Director's role in their absence

Staff responsibility:

The position will assist the Centre Director to supervise and lead all staff including casual and contingent workers, students and volunteers within the children's service centre.

Judgement and Decision Making

In consultation with the Centre Director or in the Centre Directors absence:

- The position has the authority to make decisions on day-to-day planning and implementation of the service to meet the requirements of the Law Acts, Regulations, Frameworks, and Council policies and procedures.
- The position has the authority to take action to protect children from harm and any hazard likely to cause injury within the Law Acts, Regulations, Frameworks, and Council policies and procedures.
- The position has the authority to set own work priorities.
- Guidance is always available, and direction should be sought from the Coordinator Whitehorse Early Learning Service on more complex matters and in conjunction with the Pedagogical and Quality Assurance Specialist

Specialist Knowledge and Skills

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Demonstrated experience in the National Quality Standard.
 - Current Level 2 First Aid and CPR certificate.
 - Current anaphylaxis and auto injection pen certificate.
 - Current asthma certificate
 - Current Working with Children Check
 - Satisfactory National (and International as applicable) Criminal History Check.
 - Current Food Safety Supervisor's certificate
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- Demonstrated knowledge and experience of relevant industry legislation, frameworks and guidelines including but not limited to the National Quality Framework encompassing the National Education and Care Services Law Act 2010 and Regulations 2011 and National Quality Standard, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, Victorian Early Years Learning and Development Framework.
 - Ability to implement and monitor organisational policies and practices and other relevant legislation and guidelines.
 - Working knowledge of different theories about early childhood to inform approaches to children's learning and development.
 - Knowledge of and commitment to Occupational Health and Safety and Equal Opportunity policies and practices.
 - Experience implementing a food safety program.

Qualifications and Experience

- Diploma in Children's Services or Bachelor of Early Childhood or other qualification deemed by the regulations to be equivalent or superior.
- Demonstrated substantial experience in the supervision of an early childhood service, including the management of staff.
- Current Food Safety Supervisor's certificate

Interpersonal Skills

Key Relationships

- The position will liaise with all staff in the Early Childhood Services team and other council employees. The position is required to maintain professional

relationships with families, the early childhood industry and other relevant professionals.

Technology

- Experience in Microsoft Suite of applications i.e. outlook, word, excel, PowerPoint
- Experience with or an understanding of Xplor or similar relevant industry systems

Interpersonal

- Excellent written and verbal communication skills to enable effective and professional communication with children, families, staff and other relevant professionals.
- Ability to gain cooperation and assistance from and negotiate with children, families and team members.
- Ability to discuss and resolve complex problems with families, staff and colleagues.
- Ability to convey tolerance and sensitivity to family and children's values and needs.

Leadership/management:

- Ability to manage own time and plan and organise own work.
- Ability to delegate tasks and set priorities for those under supervision.
- Ability to provide team members with on-the-job training, guidance, coaching, mentoring and performance management.
- Ability to facilitate team development and cooperation.
- Ability to facilitate and lead parent participation.
- Ability to adapt to changing circumstances and take a flexible approach to changing needs and demands.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check. Satisfactory Working with Children Check.
- A valid Victorian driver's licence, or the ability to travel around the municipality and city, as required for work.
- The position includes an inherent physical requirement to lift and carry children and equipment. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a preemployment medical examination.

Additional Requirements

- The position will be required to attend meetings and training outside of the children’s services centre’s hours of operation.
- It is a requirement of Whitehorse Early Learning Service that all permanent staff are registered as Certified Supervisors with the regulatory body.
- This position has been identified as an “at risk” role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council’s Staff Immunisation Program.

Key Selection Criteria

- Diploma in Children’s Services or Bachelor of Early Childhood or other qualification deemed by the Regulations to be equivalent or superior.
- Certificates demonstrating current first aid level 2, CPR, Anaphylaxis, auto injection pen, asthma and food safety supervisor, current Working with Children Check and Satisfactory National (and International as applicable) Criminal History Check.
- Demonstrate substantial experience in early childhood including staff management.
- Demonstrated knowledge and experience of relevant industry legislation, frameworks and guidelines including the National Quality Framework encompassing the National Education and Care Services Law Act 2010 and Regulations 2011 and National Quality Standard, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, Victorian Early Years Learning and Development Framework.
- Demonstrate the capacity to discuss and resolve complex problems with families, staff and colleagues.
- Demonstrate the capacity to manage budgets and undertake internal and external reporting requirements.

Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties		✓	
Reading tasks		✓	

Writing tasks		✓	
Sitting (extended periods)		✓	
Walking/standing (briefly)	✓		
Walking/standing (extended)	✓		
Driving car/utility/truck			✓
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)	✓		
Pushing/pulling tasks (light)	✓		
Pushing/pulling tasks (heavy)	✓		
Chopping/digging tasks		✓	
Bending/kneeling requirements	✓		
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise	✓		
Repetitive arm/wrist/hand movements		✓	
Other (please specify) Bending at waist for nappy changing			

Any other relevant comments:

PHYSICAL ACTIVITIES – CHILD CARE

The following provides additional information in relation to the physical activities carried out by staff engaged in childcare duties. This information should be read

inconjunction with the Physical Requirements Checklist and the Position Description of the individual.

The physical skills (in summary) required for this position involve the following: -

- Manual lifting/ carrying of children in/out of cots, highchairs and on/ off change table (may be in excess of 10kgs). An estimated minimum of 30 lifts per child (usually under two years of age).
- Sliding/ lifting/ carrying of indoor and play equipment x 2 daily.
- Transfer of materials from storeroom to indoor play area (cartons weigh est. maximum of 10kgs). Several highchairs and children-sized wooden chairs are transferred twice daily.
- Packing up of floor toys into plastic cartons 3-4 x daily requires significant and repeated periods of working at floor level.
- Talking to children in bent/ squat/ kneeling position consistently throughout the day. □ Floor play requires the ability to kneel /squat to children's level/ floor level. An estimated 20% of work demands require these postures. □ Pushing children on tricycle requires stooping.
- Seated on low ergonomic chairs for structured activities at low tables.
- Pushing/ pulling of 250 litre and 125 litre wheelie bins up ramp to footpath. □ Minimal repetitive movements in patting children to sleep and nappy changes.

The specific tasks include the following physical requirements:

Planning / programming

This involves discussion with other staff and planning of activities. The early childhood educator is responsible for planning activities for the children under his/her supervision and maintaining appropriate records and information regarding children and families.

An estimated half-hour weekly at an ergonomic workstation includes some minimal use of screen-based equipment.

Supervision and delegation

Supervision and delegation of duties for other staff, students and volunteers as appropriate, working co-operatively with all workers in the Centre.

Organising indoor activities

There is a combination of structured and non-structured activities. In the structured group staff interact with children in small groups or individually on the floor or at low tables.

Activities include painting, reading, craft, puzzles, building blocks/ construction, use of home play equipment, floor activity mats, play doh and games etc.

Organising outdoor activities

Supervised outdoor play, on play equipment, trampoline and sandpit. This involves supervision of children playing with lightweight playground equipment which is moved a few metres (to be protected from the weather) at the end of each day. Some of this equipment is permanently left in place. The large sandpit tarpaulin cover is removed and replaced each day by a childcare worker, and children like to assist with this task.

Arranging furniture

The child sized height tables are moved according to the daily activity plan; the childsize wooden chairs are placed on tables or in storeroom in preparation for cleaners at the end of each day. Two staff move the low child-size tables.

Food preparation/ Serving food at lunchtime

Food is delivered by the Cook to the children's' room. The folding highchairs weigh an estimated 3kgs with a feeding tray of 750mm height which poses no difficulty for a worker of average height. Children sit either in highchairs or at the children's' table.

Cleaning/ clearing up

The children can assist in collecting toys from floor and placing in toy boxes or on low shelving. Toys are packed away at regular intervals throughout the day. Foam chairs, play mats and cushions are also put away to leave the floor as clear as possible for cleaning at the end of the day (kitchen play utilities remain in place). No general cleaning by early childhood educator is required apart from mopping up any spills on the floor from lunch or play and wiping down tables.

Supervising toileting/ nappy change

3-5 year old children are mostly independent in the use of specially designed/ low toilet facilities. Nappy changes for the 0-2 +year olds takes place approximately 5 x daily for usually no more than 10 children (could be a maximum of 15). The change tables (which have steps for children who are more independent) is at a good height of 900mm which minimises the need for bending.

Organising children's rest period

Lightweight mattresses are placed on the floor of the activities room then covered with a protector mat and fitted sheet which is undertaken in a kneeling position at floor level. Many of the children in the 0-2 year age group are lifted and settled into cots, which have raised bases and drop-down sides, which minimises bending.

Laundry/ cleaning activities

Collect soiled linen and place in the washing machine. Washed items are either placed in dryer (situated within reach above washing machine) or onto a lightweight clotheshorse or outdoor line situated just above head height. Dried items are folded.