

Position Description

Role	Area Manager
Group	Early Learning Victoria
Classification	Area Manager class
Salary Range	\$154,865 - \$175,025
Position Reports to	Director, Early Years Services
Work Location	Please refer to job advertisement.

Role Purpose

The Area Manager is responsible for providing oversight and day-to-day operational support for and to Early Learning Victoria (ELV) centres. This includes the establishment of new ELV centres across Victoria in both Metropolitan and Regional areas. This role provides operational management and leadership to Centre Directors, centre leadership teams and area staff to ensure high quality programs and operational excellence.

Role Requirements

Role Requirement	Descriptor
Administration	<ul style="list-style-type: none"> Facilitate coordination and communication between ELV centres and the ELV central office. Offer direction, coaching, and mentorship to Centre Directors and centre leadership teams, fostering excellence in quality care, child development, and education while achieving operational and business objectives. Guide and support Centre Directors in areas including HR management, program and service delivery, compliance, enrolments, stakeholder relationships, finances, and child safety. Oversee and establish area-wide guidance, advice, and communication strategies in consultation with ELV. Provide expert advice on pedagogical practices, collaborating with Centre Directors and centre leadership teams to ensure the highest standards of service delivery and optimal child learning outcomes.
Service delivery	<ul style="list-style-type: none"> Oversee the implementation of educational programs that support children's physical, social, emotional, and cognitive

	<p>development, ensuring they are age-appropriate and meet community needs in line with the ELV philosophy.</p> <ul style="list-style-type: none"> • Oversee the centre-led enrolment process, including inquiries, family support, debtors, attendance monitoring, and contribute to marketing strategies that enhance enrolment. • Report on service and individual child achievements to ELV, families, and stakeholders. • Promote on-site co-located services by facilitating staff-family relationships and maintain strong connections with local schools and the community. • Ensures practices at each ELV centre are consistent with and directly informed by ELV policies, including pedagogy based upon the ELV philosophy. • Operate as an interface between key functions in the central ELV team and Centre Directors. • Supports Centre Director with addressing and resolving family complaints
<p>Financial oversight</p>	<ul style="list-style-type: none"> • Oversee centre-based budgets, including revenue, expenditure and forecasting. • Work with Centre Directors to maximise occupancy and revenue via local area marketing, enrolments and value add services. • Support central office with budget allocation to ELV centres for the effective functioning of the centre (e.g. for fit outs, perishables, etc) • Report to Central Office on financial status of the allocated ELV centres and ensure ELV centres operate within approved budget allocations.
<p>People management</p>	<ul style="list-style-type: none"> • Develop and maintain relationships with a range of stakeholders, including community groups, agencies, service providers, union representatives, neighbouring early learning services, and other organisations. • Foster a culture that aligns with the VPS values of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. • Attend relevant events, consultations, and training programs relevant to Early Childhood Education and Care service delivery • Support Centre Directors to develop and maintain positive relationship between schools and ELCs on school sites • Support Centre Directors to manage relationships with internal Department of Education colleagues including Early Childhood Improvement Branches • Support Centre Directors with guidance on HR matters including recruitment, payroll, people management and workforce strategies.
<p>Compliance and child safety</p>	<ul style="list-style-type: none"> • Coordinate, communicate and report to the central ELV team on all regulatory, compliance and child safety matters. • Adhere to ELV policies and procedures and the National Quality Framework.

- Regularly review each the ELV centres' quality improvement plans, and implementation of the Victorian Early Learning and Development Framework.
- Provide support and guidance through the Assessment and Rating process.
- Oversee and implement compliance improvement strategies where necessary.
- Communicate with ELV central team as necessary, to support the most vulnerable children.
- Ensure all centres in area are child safe and have zero tolerance of child abuse and discrimination.

Capabilities

Capability	Description
Personal Attributes	<p>Flexibility and adaptability: Works to find new ways to deliver outcomes and operates effectively in a flexible and changing environment. Manages workload efficiently to meet the centre's needs. Models genuine enthusiasm and adaptability for the team.</p> <p>Working Collaboratively: Fosters a collaborative culture within the service and actively seeks opportunities to engage with external stakeholders. Builds and maintains relationships with various community groups and organisations. Overcomes communication barriers and uses feedback to improve engagement and responsiveness.</p>
Pedagogy and practice	<p>Embraces a forward-thinking approach by seeking innovative methods to enhance learning outcomes. Supports and mentors staff in adopting best practices and evidence-based strategies. Encourages a reflective practice environment, where feedback is used constructively to improve teaching and learning experiences. Stays informed about current research and trends to ensure the service delivers high-quality programs that meet the developmental needs of children.</p>
Authentic Relationships	<p>Establishes and maintains relationships with local stakeholders, including community members, school principals and leadership staff, Local Government, Koorie outreach officers, and registered training organisations. Represents ELV at local governance meetings and attends relevant sessions, events, consultations, and programs related to early childhood education and care delivery. Gathers and evaluates community feedback to enhance the ELV's engagement and responsiveness to families and communicates necessary changes to Centre Directors.</p>

People Leadership

Holds self and team accountable to public sector values and agreed performance standards. Supports the achievement of educational and developmental outcomes by proactively addressing and resolving issues. Establishes and implements strategies to enhance staff engagement and motivation. Creates opportunities to recognise and celebrate the performance and contributions of the team.

Specific Skills/Qualifications required

- Diploma in Early Childhood Education and Care or higher, ACECQA approved (Bachelor of Education/Teaching (Early Childhood) will be highly regarded)
- Current 'Employee' Working with Children's Check
- Willingness to consent to a National Police Check (to be arranged by Early Learning Victoria)
- International Police Check required if resided outside of Australia for 12 months or more during the last 10 years
- First Aid, CPR, anaphylaxis and asthma qualifications
- Protecting Children - Mandatory Reporting online learning (or willing to obtain)
- Australian Government's National Child Safety Training (or willing to obtain)
- Food Safety Certificate and Safe Sleep Training is desirable.

Experience required

- Demonstrated multi-site management and leadership experience in early childhood education and care.
- Extensive understanding of the National Quality Framework including Education and Care Services National Law and Regulations, The Early Years Learning Framework, Victorian Early Years Learning and Development Framework and Child Safe Standards.
- Demonstrated ability in adhering to compliance requirements within an early childhood education setting
- Financial management and administrative experience specific to early childhood education and care
- Ability to lead and mentor early learning centre leadership teams and foster a positive work culture
- Strong focus in driving the strategic planning and operational management to ensure high standards and performance targets are met and maintained
- Effective communication and relationship-building skills with staff, children, families and communities.
- Experience working with children and families experiencing disadvantage or vulnerability.
- Proficiency in relevant administrative systems.

Key Selection Criteria

Criteria 1	Demonstrates Child Safety and Compliance – please see role requirements section above for more detail.
Criteria 2	Personal Attributes – please see the Capabilities section above for more detail.
Criteria 3	High Quality Practice – please see the Capabilities section above for more detail.
Criteria 4	People Leadership – please see the Capabilities section above for more detail.

Allocation of Duties	Organisational Values, Governance, Safety and Risk Management
The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level. The incumbent will be based at a primary location of work and may be expected to travel where required.	The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, staff code of conduct, and Victorian Public Sector Values.