

Position Description

Role	Centre Director
Group	Early Learning Victoria
Classification	Director class
Salary Range	\$113,600 - \$126,684
Position Reports to	Area Manager
Work Location	Please refer to job advertisement.

Role Purpose

The Centre Director will lead recruitment, staff development, and enrolment management, with assistance from the Early Learning Victoria central team. They will oversee daily operations at the service, delivering high-quality programs while ensuring compliance with regulations and organisational policies. This role involves close collaboration with the Educational Leader to lead pedagogy and implement high-quality educational programs for children across the service. This role will be integral in fostering a positive team culture that contributes to a long term, sustainable workforce within the centre.

Role Requirements

Role Requirement	Descriptor
High Quality Practice	Committed to providing an environment where children can flourish and thrive, supported by pedagogy and practice that upholds all elements of the Victorian Early Years Learning and Development Framework, the Education and Care Services National Law and Regulations and the National Quality Standards and is guided by the philosophy of Early Learning Victoria. Encourages reflective practice 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, innovative programs that meet the needs of children and families
Compliance and Child Safety	Ensures the centre is compliant with all aspects of the Education and Care Services National Law and Regulations, National Quality Standards, Child Protection and Child Safe Standards, Approved Frameworks and all Early Learning Victoria policies and procedures.

Administration	Leads day-to-day operations of the centre including staffing, child enrolment, budgeting and expenditure, stakeholder management and centre related communications.
Service Delivery	Oversees the implementation of high-quality care and educational programs that advances children's holistic development. Upholds the Early Learning Victoria philosophy and translates this into centre-level values, goals and behaviours. Builds and maintains meaningful relationships with families. Facilitates collaboration with co-located services and schools. Ensures centre alignment with the strategic and operational direction of Early Learning Victoria.
People Management	Manages all aspects of centre staffing including recruitment, induction, rostering, performance, professional development and mentoring, safety and wellbeing and promoting a positive team culture that values diversity and innovation. Develops strategies for workforce attraction, retention and development and provides feedback to the central office about opportunities and challenges. Engages with staff on all aspects of operations, fostering a collaborative centre dynamic that encourages communication and shared problem-solving.

Capabilities

Capability	Description
Communication	Utilises effective communication skills to develops and maintain meaningful relationships with staff, families, and children, fostering a supportive and collaborative centre environment. Promotes respectful relationship and conflict resolution.
Personal Attributes	<p>Demonstrates the public sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.</p> <p>Flexibility and adaptability: Operates well in a flexible and changing environment and manages workload efficiently to meet the centre's needs. Demonstrates initiative and seeks guidance and direction from senior colleagues when unsure.</p> <p>Working Collaboratively: Supports a culture of collaboration within the centre and builds effective relationships with stakeholders and the community to maximise impact of the centre.</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 Supervisor Certificate
- Safe Sleep Training is desirable.

Experience required

- Demonstrated management and leadership experience in early childhood education and care.
- Demonstrated understanding of Education Care Services National Law and Regulations, the National Quality Framework, Child Safe Standards, Quality Improvement Plan and the Victorian Early Years Learning Development Framework.
- Financial management and administrative experience specific to early childhood education and care.
- Ability to lead and guide teaching teams and competency in all aspects of staff management.
- Effective communication and relationship-building skills with staff, children, families and communities.
- Experience working with children and families experiencing vulnerability.
- Proficiency in relevant administrative systems.

Key Selection Criteria

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

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.