

Position Description

POSITION TITLE	Senior Coordinator, Children's Services (Group Leader)
POSITION NUMBER	104308
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Children's Services
LOCATION/S	Lajamanu/Yuendumu
SUPERVISOR	Program Manager, Children's Services and Libraries
POSITIONS SUPERVISED	This position has 3 direct reports

PRIMARY OBJECTIVE

The Children's Services Senior Coordinator is responsible for leading the day-to-day operations of Children's Services in a remote community setting. This includes supervising staff, delivering quality early childhood education programs aligned with the National Quality Framework, ensuring compliance with funding and legislative requirements, and fostering strong relationships with families, local staff, and the broader community. This position plays a key role in upholding Council's CRISP values while ensuring children and families have access to culturally safe and inclusive services.

KEY DUTIES AND RESPONSIBILITIES

1. Supervise, coach and mentor a team of educators and support staff to ensure high-quality service delivery across childcare programs.
2. Deliver and evaluate early years education programs aligned with the Early Years Learning Framework and National Quality Standards.
3. Oversee daily operations and ensure services meet compliance, reporting, and regulatory requirements.
4. Provide timely, detailed written and verbal reports on program activities, risks, and outcomes to the Regional Manager.
5. Build strong, culturally responsive relationships with community members and families to support child participation and workforce development.
6. Manage program resources, including planning and procurement, and ensure appropriate use and maintenance of all equipment.
7. Coordinate site-specific operations such as rostering, WHS, training needs, and maintenance in line with Council policies.
8. Support recruitment, induction, and ongoing development of local staff.
9. Assist in the development and implementation of quality improvement plans and centre-specific initiatives.
10. Promote and maintain a safe and healthy environment for children, staff and families in line with WHS requirements.
11. Work collaboratively with internal teams (e.g., admin, IT, libraries) to ensure smooth program delivery.
12. Perform other reasonable duties within level as delegated by the Program Manager.

SELECTION CRITERIA

Essential

1. Diploma or higher in Early Childhood Education and Care or a related discipline.
2. Demonstrated experience in supervising and mentoring staff in early childhood settings.
3. Strong understanding of the National Quality Framework and relevant legislation.
4. Experience in managing daily operations in remote or cross-cultural environments.
5. Demonstrated ability to develop programs and maintain compliance with funding agreements and Council policies.
6. High-level communication and problem-solving skills.
7. Demonstrated cultural competency and the ability to work respectfully with Aboriginal communities.
8. Current Class C Driver's Licence.
9. Acceptable Police Check.
10. Ochre Card (Working with Children Clearance).

Desirable

1. Awareness of the socio-economic challenges affecting Aboriginal families in remote NT communities.
2. Experience using childcare software (e.g., Xplor) or similar platforms.