

POSITION DESCRIPTION

POSITION TITLE:	Programs for Parents Lead
DIVISION:	City Services & Living
DEPARTMENT:	Family Youth & Children
SECTION:	Inclusion & Service Planning
CLASSIFICATION:	Band 7

POSITION OBJECTIVES:

The key objectives of the position are:

- This position is responsible for the governance of the Supported Playgroups Initiative (Small Talk), the Access to Early Learning (AEL) Program and the Playgroup Support Officer role at Hume City Council.
- This position is responsible for the collection, collation, and reporting of data to track program progress against set targets as determined by the Department of Education (DE) and The Department of Families Fairness & Housing (DFFH).
- Manage all financial processes related to each program including budgeting and acquitting funds in line with Council and Funding provider guidelines.
- To undertake service planning through strategic leadership of a multi-disciplinary team. to provide responsive programs for families. This includes supervision of playgroup and AEL facilitators and the Playgroup Support Officer role.
- As part of the leadership team, the role will support the development of integrated, innovative services that are responsive to the needs of young children and families, especially those experiencing vulnerability across the municipality.

KEY RESPONSIBILITIES AND DUTIES:

1. Program Delivery & Development:

- Provide leadership, overseeing the implementation of the AEL and Small Talk programs in line with relevant funding guidelines.
- Ensure programs are delivered using a best practice model that encourages parent participation and engagement in each program.
- Work collaboratively with service delivery facilitators to ensure programs are welcoming, stimulating and accepting of all families and their individual needs.
- Provide guidance and support to facilitators to enhance their practical delivery skills, their knowledge of working with families and pathways for appropriate referral.
- Provide leadership and guidance to the Playgroup Support Officer to ensure that two community events are delivered each year in partnership with other local early years providers.
- Identify areas for innovation in engaging families through the strategic management of waitlists, ensuring opportunities are provided for participation in other relevant early years services.

2. Collaboration and Partnerships:

- Develop and implement effective communication strategies to liaise with and gain cooperation from internal and external partners to enhance awareness and delivery of programs for parents within the municipality.
- Promote a municipal wide focus on the importance of playgroups and other early years programs. This includes AEL, Kindergarten, Maternal & Child Health Services (MCH) and allied health services.
- Provide support and work collaboratively with the Playgroup Support Officer to respond to requests from playgroup providers, including those run by community volunteers. Ensuring information is accurate, current, meaningful and comprehensive in relation to community programs.
- Identify and strategically address current and emerging issues within Hume's culturally diverse community, recognising that significant areas of disadvantage exist.
- Identify and facilitate opportunities to mobilise community interest, resources and infrastructure to support the recruitment, attraction and retention of families in playgroups.
- Seek out opportunities that support community outreach initiatives to raise awareness and participation in playgroup and other relevant early years programs.
- Represent the Inclusion Service Planning Team (ISP) at relevant networks, promoting the work of all programs and advocating for children and families. This includes the Hume Early years Partnership, DE and DFFH Monitoring meetings, Communities of Practice and other local relevant events.

3. Research and Reporting:

- Act as a primary contact point in communication with DFFH, delivering the timely completion of reporting in accordance with funding agreements.
- Use a range of data sets including but not limited to ABS Census, SEIFA and AEDI to inform work plan priorities and actions.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

- Assist in and, where required, undertake the development of submissions to other Government Departments for resources which respond to priority areas for families and children living within Hume City as defined by Council.
- Undertake internal and external data collection and reporting as required and prepare information and advice for consideration by Council.
- Contribute to the ongoing development of evidence-based and supportive systems for Early Years planning, policy and research through the collection, collation and analysis of qualitative and quantitative information.
- Instigate and participate in research, surveys and benchmarking to inform and plan for relevant early years initiatives across the municipality.

4. Management

- Provide day to day management and supervision of staff and ensure programs are adequately resourced to ensure continuity of service.
- Regularly visit playgroup sessions to identify opportunities for practice improvement and provide guidance and support to facilitators in planning for their professional development needs to build their professional capacity.
- Provide regular supervision to staff that includes review of caseloads and identifies families that may require additional or a planned response to support involving other agencies.
- Ensure appropriate clinical supervision is provided to each team and participate in yearly review of the effectiveness of the service provided.
- Undertake policy and procedure development and influence policy development within other levels of government through participation in steering and reference groups.
- Support budget development and monitor budget performance. Ensure services operate within budget and comply with sound financial practices and reporting requirements.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Inclusion and Service Planning
Supervises:	Access to Early Learning Facilitator Playgroups Support Officer Supported Playgroup Facilitators
Internal Contacts:	All Family, Youth & Children's Services Other Council Departments
External Contacts:	State and Federal Government Departments Orange Door Playgroup Victoria Parenting Research Centre Early years, education and community health Services Other relevant Non-Government Agencies Other Local Government Community Groups, Special Interest Groups and Networks

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p>We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p>We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p>We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p>All for Hume</p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>
<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 9</p>	
<p>Approved By: Manager People & Culture</p> <p>Author: Manager People & Culture</p>	<p>Approval Date: September 2025</p> <p>Review Date: September 2026</p>

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) The incumbent must undergo a Pre-Employment Audio Test 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Provision of specialist advice in relation to Playgroups, AEL & Early Years programs that ensures all programs are delivered to a high quality, meet program funding requirements and improve opportunities for the community.
- Manage approved projects and processes in relation to the relevant programs to ensure best outcomes are achieved for parents and their children.
- Freedom to act is governed by Council policies, project plans and regular supervision.
- Input into policy or strategy development is subject to review by the Inclusion and Service Planning Coordinator.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Applying analytical reasoning and problem-solving approaches to a range of situations.
- Provision of advice and application of methods and procedures consistent with degree qualification or equivalent experience.
- Judgements and decisions will involve consideration of, but not limited to, budget and timeline targets, demographic information and State and Federal strategies and funding requirements.
- In consultation with the Family, Youth and Children's Services Leadership team, monitoring and assessing current and emerging issues which may impact on

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

progress or outcomes of assigned projects and on the Early Years sector in general.

- Guidance and advice is not always available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Thorough understanding of how a community profile informs and shapes service delivery and planning approaches. Experience working in a culturally diverse community would be advantageous.
- Ability to apply knowledge to solve problems arising from the requirements and timelines of the Early Years Reforms and an understanding of the issues and barriers which service providers face in meeting those requirements and timelines.
- Proficiency in planning and project management processes, use of quantitative and qualitative data and report writing.
- Ability to establish and maintain collaborative and productive relationships with internal and external stakeholders including experience in community engagement and community involvement in planning and decision making in particular with diverse and marginalised groups and families.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Skills in managing time, setting priorities, planning and organising one's own work to efficiently achieve objectives within a set timetable and available resources despite conflicting pressures. Demonstrated ability in supervising and supporting the capacity of staff in a multi-disciplinary team.
- An understanding of and ability to implement personnel practices including EEO and OHS.
- Maintain professionalism, integrity and confidentiality.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Strong written and verbal communication skills including the ability to write reports, funding submissions and prepare correspondence within Council.
- Ability to motivate and develop a multi-disciplinary team
- Building and maintaining effective working relationships characterised by mutual respect and honesty with all other partners, Council departments, professional bodies and external stakeholders.
- Ability to work independently and as part of a team.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees within Council to resolve intra-organisational issues.
- Ability to deal with conflict and resolve organisational problems by presenting a positive Council image.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Relevant tertiary qualifications, such as Bachelor or Diploma, in social science, early

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026

childhood services or social work, and recent, couple with several years relevant experience in early years and/or family and children's services and /or community development settings OR lesser formal qualifications with extensive, relevant experience or in the field of specialist expertise.

- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Relevant tertiary qualifications, such as Bachelor or Diploma, in social science, early childhood services or social work, and recent, relevant experience in Early Years and/or family and children's service and/or community development settings OR lesser formal qualifications with substantial recent, relevant experience or through substantial relevant experience in the field of specialist expertise.
2. Demonstrated capacity to coach and mentor teams, building professional knowledge and skill in a family centred service environment.
3. Demonstrated understanding of how community profile informs and shapes service delivery and planning approaches. Experience working in a culturally diverse community would be advantageous.
4. .
5. Experience in a leadership or management capacity with demonstrated ability to lead, motivate and supervise staff and manage program and financial resources.
6. Demonstrated excellent oral and written communication skills.
7. Demonstrated ability to gain cooperation and to respectfully manage the expectations of a range of diverse stakeholders.
8. Victorian Driver's License.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 10 of 9	Approved By: Manager People & Culture	Approval Date: September 2025
	Author: Manager People & Culture	Review Date: September 2026