

## POSITION DESCRIPTION

POSITION TITLE	Early Years Project Officer
DIRECTORATE - SECTION	Community Engagement – Community Development
LEVEL - EBA	4/5 - Salaried
RESPONSIBLE TO	Coordinator Community Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Deliver the Zig Zag AEDC Program as per a project grant received by The Children and Community Services Ministerial Body (through The Department of Communities), by developing a program of targeted support for early years and families within the City of Kalamunda, ultimately strengthening the Australian Early Development Census results for the local suburbs.

## KEY RESULT AREAS

The project will be a multi-layered, targeted response to vulnerable areas of the Australian Early Development Census (AEDC) domains through a collaboration between the City of Kalamunda (this role), the Zig Zag Early Years Partnership (ZZEYP) and local services. The Project Officer's role will focus on:

### EDUCATION AND AWARENESS

- Improve awareness of AEDC priorities among those responsible for the care and/or education of children.
- Increase the number of activities designed for the purpose of improving AEDC domains for children and young people.

### NETWORK AND CONNECTION

- Avoid the duplication of services and spread awareness of already established programs.
- Improve the connection of families and services in the area to improve information-sharing, see a reduction in social isolation, improvement in mental health and greater inclusion.

### DATA COLLECTION AND ADVOCACY

- Social Audit of local services and funded agencies providing parent and child support relevant to AEDC vulnerabilities. Additional investigation of local cultural leaders to engage as partners for children and family connection opportunities.

### CAPACITY BUILDING

- Expand the diversity of membership of the ZZEYP network with the City of Kalamunda, schools, families and services, to better understand local needs and improve the reach of Partnership area representatives to share support available.
- Utilise the strengths of the community including high proportion of ageing population (who possess family knowledge and experience evidence-based social isolation), to be paired with new families to knowledge share and connect.
- Celebrate the diversity of the different multicultural groups and provide meaningful support suitable for different cultures and backgrounds to aid learning and development of children.
- Develop a sustainable ability for services and families to design AEDC-relevant programming to ensure longevity beyond the grant period.

This role will also assist in the delivery of the City of Kalamunda's Kalamunda Futures: Youth Plan 2023-2028 and the Zig Zag Early Years Partnership Action Plan through the Key Result Areas.

## **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Tertiary/relevant vocational qualifications are preferred and/or substantial experience in a relevant discipline or environment.
- Certificate III in Early Childhood Education, Diploma of Children's Services and/or other relevant qualifications (desirable).
- Possession of, or ability to acquire a WA Working with Children Check.
- Police Clearance Certificate (no more than 3 months old).

## **SELECTION CRITERIA**

1. Practical experience in developing and managing community programs and engagement initiatives based on an organisational strategy or curriculum.
2. Ability to undertake research, identify priority areas and align programs with the Australian Early Development Census (AEDC). Basic understanding of the AEDC is preferred.
3. Experience working with and developing educational and engagement material for the 0–5's age group.
4. Highly developed interpersonal skills including negotiation, verbal and written skills, including the ability to communicate appropriately with stakeholders, project partners, parents/families, diverse age groups, advisory committees, culturally and linguistically diverse community members and people with a disability.
5. Excellent organisation skills and ability to prioritise tasks, meet deadlines, create schedules and report on progress to the City of Kalamunda supervisor.
6. Demonstrated ability to work as part of a team and autonomously.
7. Sound knowledge of administrative systems including day to day monitoring of budgets, purchasing and electronic file management systems.
8. Experience working with children and delivery of targeted programs.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Carry and erecting equipment which will involve bending and trunk rotation.
- Long periods of standing.
- Climbing in and out of vehicles, accessing the back of vehicle for equipment.
- Driving, repetitive walking, squatting, kneeling, bending, standing and negotiating uneven ground and surfaces.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Coordinator Community Services  
DATE PD REVIEWED/APPROVED: 16 July 2024

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