

# Position Description

<b>Title:</b>	Program Support Officer
<b>Business unit:</b>	Kindergarten Inclusion Support (KIS), Early Learning
<b>Location:</b>	As per employment agreement
<b>Employment type:</b>	As per employment agreement
<b>Reports to:</b>	KIS Program Manager

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Kindergarten Inclusion Support (KIS) program supports the access and participation of four- and three-year-old children with a disability and high support needs into inclusive kindergarten programs. The KIS program provides assistance to ensure that children participate fully in all aspects of the kindergarten program.

This position is to support the KIS Program Managers in the administration of the KIS program, to liaise with internal departmental areas within Uniting, Additional Assistants and external stakeholders, and to ensure our program is concurring within the Department of Education and Training Guidelines.

## Position Description

### KIS Program Support Officer

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## 2. Scope

### Budget:

Nil

### People:

Nil

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## 3. Relationships

### Internal

- KIS Senior Manager
- KIS Program Managers
- KIS Project & Placement Officers
- KIS Administration Support Officers
- Additional Assistants
- Uniting internal department areas

### External

- Early childhood professionals
  - Other professionals
  - Members of the public
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## 4. Key responsibility areas

### Program administration:

- Carry out routine administrative duties including filing, correspondence in and out, photocopying, printing and binding.
- Assist with the maintenance of file registers and centralised filing systems as required.
- Draft correspondence, minutes and reports as required.
- Develop and maintain office systems necessary for effective, efficient and accountable administration.

### Program support:

- Provide administrative support to the program including preparing applications for the Regional Advisory Group meetings, preparing and sending official communication and outcomes to services.
- Establish and maintain required computer-based spreadsheets.
- Maintain program data and statistics and produce relevant, accurate and timely reports.
- Liaise with Early Learning Program Managers / Coordinators to collate and record Additional Assistant time sheets to be forwarded to payroll for processing and payment.
- Assist with the registration, set-up and wind-up of site events, forums and meetings as required, including catering arrangements.
- General administrative support with recruitment of new staff and continued communication and support to existing staff.

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#### People and teams:

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### Personal accountability:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
  - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
  - Ensure appropriate use of resources.
  - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
  - Promote a positive safety culture by contributing to health and safety consultation and communication.
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and / or young people.
  - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
    - Based on a relationship with a current member of Uniting's workforce
    - Based on my ongoing work with another organisation.
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## 5. Performance indicators

- Ability to meet deadlines in core tasks that may impact of the KIS program meeting funding obligations for the Department of Education.
  - Establish and maintain required computer-based spreadsheets.
  - Ensure accuracy within the role when sending information and maintaining program records.
  - Ability to meet deadlines in core tasks that may impact of the KIS program meeting funding obligations for the Department of Education and Training.
  - Demonstrated ability to work under direction but also with a high degree of autonomy.
  - Well-developed interpersonal skills.
  - High level written and oral communication skills.
  - Awareness of the importance of teamwork and ability to work collaboratively.
  - Ability to prepare reports and maintain records.
  - High level of competence in program administration and development.
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## 6. Person specification

### Qualifications

- Diploma in Business Administration, or equivalent qualifications or experience.

### Experience

- Experience in an office environment (desirable).

### Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
  - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
  - Well-developed interpersonal, oral and written communication skills.
  - Good negotiation skills.
  - Ability to work well both autonomously and as part of a team.
  - Experience working within an organisation undergoing growth and change.
  - High level of competence in program administration and system development.
  - High level of computer literacy, ability to prepare reports and maintain records.
  - Well-developed computer skills in Microsoft Word, Excel and KIMS data entry system.
  - Demonstrated capacity to relate to a range of stakeholders including Kindergarten staff and early learning professionals.
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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: