



Child Care Services Manager

Job Title	Child Care Services Manager
Classification	Level 8
Work Unit	Community Services
Responsible To	Director – Community Services

Primary Objective

The Child Care Services Manager is responsible for leading and managing the delivery of high-quality, compliant, and sustainable child care services across the East Arnhem communities. This role ensures that individual services align with regulatory requirements, organisational goals, and best practices in early childhood education through direct, tangible support.

Key Responsibilities

1. Manage East Arnhem Regional Council's Child Care Services through continuous monitoring and development of service delivery across EARC communities.
2. Provide leadership in planning, implementing and improving services by ensuring alignment with the National Quality Framework (NQF), Early Years Learning Framework (EYLF), and Northern Territory regulations.
3. Lead, mentor, and support staff, promoting teamwork, collaboration, consistency and professional development and foster a culture of continuous improvement within the service.
4. Promote a safe working environment that protects the welfare of self, staff and children adhering to WHS, risk management, incident/SIRS, complaints and continuous improvement principles.
5. Ensure the preparation and timely submission of all required reports including mandatory reports for funding agreements.
6. Work with the internal compliance frameworks and mechanisms to develop and maintain policies, procedures, and handbooks, standardise operations, ensure compliance at all times.
7. Assist with staff recruitment, timesheet preparation, procurement, maintenance and general administration duties pertaining to the management of the service.
8. Lead crisis and emergency planning to ensure preparedness for extreme weather, disasters, and other regional challenges.
9. Actively participate in all offered training and development opportunities.
10. Comply with all Workplace Health and Safety Policies and Procedures.
11. Other duties as reasonably directed by the Director – Community Services.





Position Description

Child Care Services Manager

Essential Selection Criteria

- Tertiary qualification in Early Childhood Education or related field, with strong knowledge of NQF, EYLF, and NT regulations.
- A current Ochre Card.
- Expert knowledge and understanding of Child Care Services and associated requirements including mandatory reporting, program guideline and relevant legislation.
- Demonstrated experience in effectively delivering early childhood programs and efficiently coordinating the daily running of a child care service.
- Highly developed analytical and conceptual skills to drive continuous improvement.
- Demonstrated leadership skills with the ability to motivate employees across different teams/locations.
- Advanced oral, written and interpersonal communication skills, including effective stakeholder engagement, active listening and experience in navigating conflict and challenging situations.
- Proven effective time management with the ability to work autonomously.
- Proficiency with the Microsoft Office Suite (particularly Word, Excel, and Outlook) and an ability to learn new software.
- Must hold a current C Class Drivers Licence.

Desirable Selection Criteria

- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

