



Njernda Aboriginal Corporation

NJERNDABORIGINA CORPORATION

POSITION DESCRIPTION

Early Years Manager Berrimba Child Care Centre

PURPOSE OF THE ROLE

The Early Years Manager is responsible for the day to day running of Berrimba Childcare Centre, and overall leadership and management of the Berrimba Childcare Centre (Centre) and the Centre's below mentioned current and future programs, ensuring the delivery of a high-quality, efficient, and culturally safe childcare service that meets the needs of the local community. The Early years manager manages the Centre's staff and trainees to successfully implement Njernda Aboriginal Corporation policies and procedures and to operate in full compliance with all relevant Commonwealth and State Government guidelines, policies, laws and regulations. The position reports to the Chief Executive Officer.

Services / Programs:	
Long Day Care	School Holiday
Best Start	After School Care (2026)
Bush Kinder	Wayipungitj
Berrimba Lead Practitioner	Berrimba Allied Health Support

Position Details	
Position Title:	Early Years Manager
Location / Department / Division:	Berrimba Childcare Centre, 94 Hare Street Echuca VIC 3564
Reports to:	Chief Executive Officer
Positions reporting to this role:	Berrimba Childcare Centre Staff
Hours:	37.5 hours per week, full time
Budget / Funding:	Berrimba
Award and Pay Grade / Level:	Award: Children's Services Award Level / Grade: 6
Pay Point classification (if applicable)	Above Award; Hourly rate \$ 53.00
Position Description last reviewed:	25 November 2025

Key Accountabilities
This position will, under the direction of the CEO, lead the strategic and day to day operational management of Berrimba Childcare Centre (Centre) and the above-mentioned programs and services within the Centre, and ensure the provision of high-quality childcare services within the program guidelines, budgeted funding and staffing FTE, ensuring compliance with clinical, governance, legislation, regulatory, funding, state and commonwealth government guidelines, National quality standards, national framework and accreditation standards.

• Develop, and maintain a constructive, and positive workplace culture which facilitates employee collaboration / engagement, team spirit and support staff training and upskilling that provides an excellent service to the Aboriginal and Torres Strait community.
• Assist in the development of a robust childcare governance systems, and oversee its implementation at the Childcare Centre, including management of incident reporting, risk management, quality improvement, and consumer feedback management.
• Actively participate and contribute to the overall development, and implementation of strategic and business plans for the Childcare Centre.
• Responsible for implementing culturally safe/appropriate, evidence based, trauma-aware embedded childcare service delivery at the Centre in compliance with accreditation, regulatory and legislative standards.
• Develop and implement relevant policies and procedures for the Centre operations and outcomes, in coordination with stakeholders, and in line with Njernda's objectives and strategic priorities, and ensure appropriate implementation.
• Responsible for implementing and monitoring the Centre's operational service delivery for cost effectiveness, and reporting outcomes against all specific key performance indicators and identifying viable opportunities to enhance service utilisation, and delivery; consistent with policy, and legislation.
• Actively participate and present activity reports at the monthly accountability meetings (MAM) held with CEO (and key internal stakeholders as required), on all of the Centre's programs and activities, including the utilisation patterns of various childcare services, fee collection, compliance with set outcomes, meeting reporting standards, challenges / issues identified in service delivery, budget compliance, performance indicators, staffing / employee management issues, new funding opportunities, and other program deliverables.
• Actively identify and initiate new funding / grant applications, and new programs/services, to enhance the service delivery opportunities at the Centre.
• Actively engage with Centre staff to ensure delivery of timely, safe, and high-quality childcare services to clients, in line with relevant framework, quality standards, legislation and accreditation standards.
• Collaborate, liaise, participate, and convene regular meetings (and keeping minutes) with various internal and external stakeholders individually and collectively, where appropriate, to ensure positive outcomes, and to actively seek parent/community feedback / input into program development and delivery at the Centre, and providing timely and regular appropriate feedback / updates / progress to parents/communities, in the form of notices, posters, newsletters on changes to service delivery and any identified development issues with their children, in a confidential manner.
• Manage children enrolment process and facilitating family / parents' orientation.
• Hiring of suitable candidates to fill the Centre staff budgeted FTE (full time/part time/relief) to assist in the service delivery and ensuring periodic update of all budgeted FTE employee position descriptions, including ensuring employees understand their roles and responsibilities clearly.
• Ensure all Centre staff are appropriately credentialed, and registered, in compliance with Njernda's recruitment policy and applicable government / regulatory compliance standards.
• Manage Centre staff, trainees, and placement students to ensure that they work within the Centre's policy and procedure in the service delivery, including facilitating orientation, supervision, training and on the job support.
• Maintain and manage Centre's staff rosters and staffing structure that ensures consistent workforce coverage at all times, in compliance with the applicable employment Awards and Childcare regulations.
• Ensure regular staff professional supervision is conducted and timely & appropriate support is provided to Centre staff as required and facilitate their ongoing training and development.
• Accurately complete, maintain and approve Centre's staff weekly timesheets timely, ensuring compliance with payroll and HR policies.
• Process and manage Centre's staff leave requests accurately and timely, including annual, personal, and other leave types as per delegation of authority, while monitoring leave balances and entitlements for all of department's staff in coordination with payroll.

• Ensure Centre's staff appraisals / periodic performance reviews are completed on time and recorded on the employee HR files, and provide feedback and support to employees, as required.
• Manage staff workflows, Centre budget, and regulating expenses, to ensure there are sufficient funds, equipment, materials, and other resources necessary to deliver the services.
• Support staff appropriately following critical incidents, by ensuring compliance with reporting protocols and processes and the affected staff and clients are offered and have access to formal debriefing and EAP assistance.
• Coordinate with Njernda's OHS Coordinator to ensure compliance with OHS standards, and conducting periodic OHS audits and promptly attending to OHS issues and timely escalation to your Line manager.
• Responsible for maintaining accurate, and up-to-date children and client records and information in line with applicable data privacy, storage laws and childcare standards / legislation.
• Accountable for the expenditure and management of WEEL Card spending and petty cash floats, and relevant record keeping of receipts.
• Prepare program / project briefings, business cases, funding proposals, federal and state Government submissions and reports as required by the funding bodies, government agencies, and the CEO, within designated time limits.
• Assist the CEO to develop, monitor, manage, analyse Childcare Centre's program related data, and strive to develop strategies to continually improve the quality of services delivered.
• Assist and coordinate with Chief Financial Officer (CFO) in the preparation of staffing and program budget, and for reporting requirements.
• Actively assist in the accreditation, assessment, review, and evaluation of models of care, program costs, best practice guidelines, program focus, to ensure provision of an efficient and effective service to our clients/community members.
• Facilitate periodic community meetings to Develop and strengthen the partnerships in the community – Parks Victoria, Local Elders, TAFE, Echuca Regional Health, Echuca Library, Campaspe Shire, Save the Children, Kindergartens, Schools, Early Intervention Services, Specialist Service Providers – Speech & Audiology, Victorian Aboriginal Education Association Inc (VAEAI), Department of Education, Local Aboriginal Education Consultative Groups (LAECG), and Koorie Education Roundtables (KER) etc.
• Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.

Organisational Responsibilities
Positively promote Njernda within and externally to the organisation
Comply with the Njernda Code of Conduct
Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, but not limited to case reviews, staff meetings, planning forums, service reviews and the integration of client feedback
Carry out all work and interactions in alignment with Njernda values
Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees, and Njernda Aboriginal Corporation.
Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality, and risk relevant to their position
Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements

Participate in performance appraisal and supervision processes
Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite

Njernda Values

All staff are expected to behave in a way that is in alignment with our values:	
Respect 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance, and patience.
Accountability 	Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed. Be thoughtful of the impact of one's own behaviour on others.
Resilience 	Encouraging cultural and spiritual growth to enable personal growth
Advocacy 	Working to transform the disadvantaged and challenge the causes that impact on our community.
Cultural Sensitivity 	Welcoming and serving our community with understanding and without judgement.

Key Relationships	
Internal	External
Chief Executive officer	VAEAI
Corporate Services Team	Department of Education
Human Resources Team	SNAICC
Department managers and other Njernda Staff	Other ACCHOs in the region and state
Policy officer	VACCHO
CFO and the Finance Team	Elders, Families and Community members
Accreditation, Compliance,& Investigations Officer	Accreditation Bodies
	Specialist Service providers
	ERH, TAFE, Kindergartens, Schools in Echuca
	Victorian Aboriginal Education Association Inc (VAEAI)
	Local Aboriginal Education Consultative Groups (LAECG)
	Koorie Education Roundtables (KER)
	Early Intervention Services
	Campaspe Shire

Selection Criteria	
Essential:	
Qualifications	
Tertiary qualifications in the fields – Early Childhood Education or related discipline or working towards obtaining	
Food safety supervisor certificate	
First Aid Certificate	
Skills	
- Demonstrated experience in managing a busy, accredited childcare centre. - Demonstrated knowledge and understanding Aboriginal culture and challenges in delivering trauma informed care practices in an Aboriginal community-controlled childcare centre. - Sound knowledge of early Childhood development, childcare standards and framework, provision of childcare services, and Children's Services regulations. - Demonstrated experience in managing diverse and multi-disciplinary workforce consisting of educators, teachers, carers, support, and admin staff. - Good understanding of relevant funding, policies, regulations, and reforms in relation to childcare management. - Excellent written, oral communication and conflict resolution skills, and ability to work collaboratively. - Well-developed critical thinking skills. - Working experience in budgeting, financial control, management reporting, and preparation and interpretation of statistical data reports. - Demonstrated experience in managing accreditation, regulatory compliance and standards in Childcare Centre management.	
Experience	
3 years of experience in a similar role	
Satisfactory evidence of: Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, National police check, Working with Children's Check , full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure, and as applicable – eligibility to work in Australia, professional/regulatory licenses, registration and current good standing, and clearance on aged care banning orders.	
Desirable:	
Experience in regional Australia.	

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____

Date: / /

Print Name: _____

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS

cc: Employee File