



# **APPLICATION PACKAGE**

**DIPLOMA QUALIFIED  
CHILD CARE EDUCATOR**



## **DIPLOMA QUALIFIED CHILD CARE EDUCATOR**

The Shire of Boddington is a values driven organisation proud to be providing our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of serving the community.

The Shire is seeking a dedicated, grounded, and reliable Diploma Qualified Childcare Educator, to join our Early Learning Centre team, who has a passion for early childhood development. This educator will work directly with children, across varying age groups, in collaboration with the Centre Manager, other educators, children and their families.

The successful candidate will have experience in a similar role, as well as a commitment to continuous improvement, a strong work ethic and have excellent interpersonal skills. You will need to possess a calm, caring disposition, while also being fun and energetic, ensuring that our children feel safe at all times. Not only will you complement our dynamic team but be willing to continue to grow, as well as, motivate your fellow workers, by sharing your own skills, experiences and interests.

A competitive salary package of up to \$75,275 per annum is on offer, inclusive of;

- Cash component up to \$65,341 inclusive of allowances
- Superannuation
- Training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offered on a flexible basis, between 64 - 76 hours a fortnight.

The successful candidate will be required to provide a satisfactory National Police Clearance, provide a valid Working with Children's Check and hold current first aid certificates.

An application package along with the position description can be obtained from [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au).

For a confidential discussion regarding this position please call Noureen Ansari, Manager Boddington Early Learning Centre on 08 98839424 or email [melc@boddington.wa.gov.au](mailto:melc@boddington.wa.gov.au). Further information about the application process can be obtained by contacting Deb Lang, HR/OSH Coordinator on 08 9883 4999 or [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au)

Applications are to be submitted to [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au) and close at 4:00pm on Friday 2 December 2022.

## **BODDINGTON PROFILE**

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



## **INFORMATION AND STATISTICS**

### **COUNCIL**

Shire President: Garry Ventris  
Deputy Shire President: Eugene Smalberger  
Councillors: Coert Erasmus  
Earl Schreiber  
Ian Webster  
Lee Lewis  
Andrew Ryley

Office: 39 Bannister Road  
Boddington WA 6390  
Email: shire@boddington.wa.gov.au  
Website: www.boddington.wa.gov.au  
Telephone: (08) 9883 4999

### **SHIRE STATISTICS**

Population: 1,844 (2016 Census)  
Area: 1,900km<sup>2</sup>  
Distance from Perth: 123km  
Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974  
Number of Dwellings: 828  
Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

## **REMUNERATION DETAILS**

### **1. Total remuneration package**

<b>Item</b>	<b>Lower Limit</b>	<b>Upper Limit</b>
Salary	56,059	57,541
Superannuation (10.5%)	5,886	6,042
Matching Superannuation (6%)	3,364	3,452
Uniform Provision (\$440 per annum)	440	440
Other Allowances (\$300/week)	7,800	7,800
<b>Total</b>	<b>73,549</b>	<b>75,275</b>

### **2. Employment Basis**

Permanent

### **3. Hours of Work**

From 64 hours, up to 76 hours per fortnight.

### **4. Annual Leave**

Four (4) weeks annual leave (pro-rata).

### **5. Personal Leave**

Ten (10) days per year (pro-rata).

### **6. Long Service Leave**

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

### **7. Superannuation**

a) Superannuation Guarantee 10.5%

b) Matching up to an additional 6%

### **8. Probationary Period**

A three (3) month probationary period is applicable to this position.

### **9. Other requirements**

New staff may be required to complete a pre-employment medical prior to commencement.

A National Police Clearance (no more than 3 months old) is to be provided by the preferred candidate prior to commencing in the position.

## **INFORMATION FOR APPLICANTS**

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

### **1. Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

### **2. Selection Criteria Responses**

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

### **3. Resume (Curriculum Vitae)**

### **4. Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

### **5. Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

### **6. Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

## **POSITION DESCRIPTION**

### **1. TITLE**

Diploma Qualified Child Care Educator

### **2. DEPARTMENT**

Boddington Early Learning Centre

### **3. SALARY & CONDITIONS**

Level 4 | Children Services (Private) Award

### **4. ORGANISATIONAL RELATIONSHIPS**

Responsible to:       Manager Early Learning Centre

Direct Reports:       Nil

### **5. KEY TASKS/RESPONSIBILITIES**

- Communicate effectively with Children, Families, and the wider Community
- To adhere to the relevant regulations, policies and procedures within the National Quality Framework.
- Participate and assist in the operations of the Early Learning Centre.
- Work with the manager to design, implement and evaluate structured activities for the children, which meet the National Standards and government regulations.
- Be an advocate for children's rights, needs, and interests and report any concerns to the Manager in relation to the wellbeing of the children.
- Develop positive and supportive relationships with the parents and children.
- Work in accordance with confidentiality requirements.
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.

#### **General**

- Perform duties efficiently, responsibly and ethically and in accordance with the Shires Code of Conduct.
- Work in a safe and health manner and abide by the Shires and legislative safe work procedures, instructions and safety management practices.
- Cooperate with the employer in the carrying out of their obligations under relevant Acts and Legislation
- Any other duties as directed by the Early Learning Centre Manager within known skills, knowledge and capabilities.

### **6. EXTENT OF AUTHORITY**

Within the limits of Council and Operational Policies, and legislative constraints.

## **7. SELECTION CRITERIA**

### **Essential**

- Well-developed interpersonal skills, including sound oral and written communication skills.
- Demonstrated ability to work co-operatively and respect families from diverse cultural, socio-economic and religious backgrounds.
- A thorough knowledge of children's development and ability to observe, plan, implement and evaluate developmentally appropriate children's programs
- Demonstrated ability to co-operatively contribute to and support a team environment and to work flexibly, both within rooms and according to the needs of the Centre.
- HLTAID004 Provide an emergency first aid response in an education and care setting.
- Diploma Qualified as a Childcare Educator
- Working with Children Card

### **Desirable**

- Previous experience as a room leader within a Childcare Centre
- Hold a current "C" class Motor Vehicle Driver's Licence