



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	<i>Early Years Manager</i> <i>This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010). This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.</i>
Position number	<i>Position Number</i>
Employment status	<i>Full time</i>
Department	Health and Wellbeing
Location	Rumbalara Road, Mooroopna
Position reports to	<i>Executive Manager</i>
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	<i>Level 7, PP1</i>

ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Ageing and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

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RAC has an annual budget of \$30+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE
<p>The Early Years Manager will lead and manage a portfolio of programs within RAC that support Health, Education & Wellbeing in Early Years. The position will also focus on supporting the establishment and implementation of the Aboriginal led Connected Beginnings Program.</p> <p>This role is pivotal in promoting culturally appropriate early years education and support for Aboriginal children and their families, fostering strong community connections and engagement.</p>
KEY SELECTION CRITERIA
<p>Qualifications and Registrations:</p> <ul style="list-style-type: none"> • Relevant qualifications in early childhood education, community development, or a related field. • Significant experience in early years program management, particularly within Aboriginal contexts <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Understanding of the Connected Beginnings initiative and its goals • Knowledge of and experience working in the early years area • Demonstrated ability to lead and manage multidisciplinary client service teams focusing on continuous improvement in service quality and expansion of services • Excellent communication and interpersonal skills, with a proven ability to engage with Aboriginal communities • Deep understanding of Aboriginal and Torres Strait Islander cultures, traditions, and community dynamics. • Commitment to cultural safety and the empowerment of Aboriginal families • Skills in monitoring and evaluating health and wellbeing programs to ensure effectiveness and continuous improvement in early years settings
KEY RESPONSIBILITIES
<p>1. <u>Technical Capabilities</u></p> <ul style="list-style-type: none"> • Oversee the development, implementation, and evaluation of early years programs, ensuring they align with best practices and cultural relevance. • Lead the establishment of the Connected Beginnings Backbone Education Program, coordinating with stakeholders to ensure successful delivery • Build and maintain relationships with Aboriginal families, community leaders, and local organizations to enhance program visibility and participation. • Conduct community consultations to gather insights and feedback, ensuring programs meet the needs of families and children • Provide mentoring and guidance to staff to promote a high level of understanding of the Early Years Framework and the delivery of engaging, creative and environmentally friendly programs for children. • Foster a positive, collaborative work environment that values cultural safety and inclusivity • Develop and maintain partnerships that enhance program delivery and outcomes for children and families • Ensure all programs operate according to Rumbalara’s policies and procedures, legislative requirements and the National Quality Framework. • Collect and analyse data to assess program effectiveness and identify areas for improvement. • Prepare reports for executive manager and funding bodies, highlighting achievements, challenges, and future directions • lead operational planning and to participate in organisation-wide strategic planning to develop and implement aligned business plans and work within required budgetary constraints.



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- Manage internal and external reporting requirements efficiently.
- Identify and embrace opportunities to continuously support services to learn and grow through professional development.
- Development and implementation of annual business plans (including budget) aligned with the organisation's strategic plan, and reporting on performance against the plan.
- Liaise with internal and external stakeholders to improve early years services.
- Perform all other reasonable nursing duties as directed, within the scope of your skills, competence and training by the Executive Manager

2. Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

3. Administrative Capabilities

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

EMPLOYMENT CONDITIONS

- You must be Aboriginal and/or Torres Strait Islander
- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements