

BENALLA RURAL CITY

**EMPLOYMENT
INFORMATION PACK**

**Temporary Supported
Playgroup Facilitator Part-Time
0.5 EFT (19 hours per week)
April 2025.**

Information Pack

Supported Play Group Facilitator

Temporary Part-Time

Thank you for your interest in applying for the position Supported Playgroup Facilitator with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: www.benalla.vic.gov.au

For further information about the position and a confidential discussion, please contact Family Services Team Leader, Rebecca Mudd on 0458 001 664.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

Employment Details for the Position

Status:	Temporary Part-Time (19 hours per week)
Location:	The position will be based at Benalla Community Care – Ray Sweeney Centre, Coster St, Benalla
Agreement:	Benalla Rural City Council Enterprise Agreement 2021.
Classification:	Band 5
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 11.0% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full time basis and the remainder part-time and casual.

Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- 48/52 arrangements

Employee Assistance Program (EAP)

- Benestar is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.

Position - Identification	
Position Title	Supported Playgroup Facilitator
Position Classification	Band 5
Position Status	Part Time
Division	Corporate
Department	Community
Position – Organisational Relationships	
Reports to	Family Services Team Leader
Internal Liaisons	Other community services program staff.
External Liaisons	Families, kindergartens, service providers, other municipalities and supported playgroup facilitators and government agencies.

Position Objective
<p>The Victorian Government is providing funding through the Department Families, Fairness and Housing to provide Supported Playgroups for families experiencing disadvantage. Supported Playgroups provide opportunities for eligible families to develop parenting skills and confidence to support their children’s development. Supported playgroups are for families with children aged birth up until they start primary school. In- home coaching is provided to families who meet additional criteria.</p> <p>The responsibilities of this role include running Supported Playgroups (incorporating the ‘Smalltalk program’ and providing In-Home support.</p>

Responsibility	Outcomes
<p>Team Leadership and Management</p>	<ul style="list-style-type: none"> ▪ Respond to challenges and setbacks constructively seeking to resolve issues and overcome hurdles. ▪ Understand the bigger picture of Council direction and objective, including the Council, Departmental Business and Individual Performance Plans, and be part of making sure these are delivered. ▪ Participate in performance reviews and opportunities to give and seek feedback to celebrate achievement, identify development needs and address performance issues. ▪ Contribute to ongoing improvement through providing ideas, seeking opportunities to work with other individuals and teams and actively supporting continuous improvement initiatives. ▪ Actively seek to understand and meet role requirements, performance expectations and therefore contribute to the effective delivery of outcomes. ▪ Take responsibility for use and maintenance of resources within the work area to assist in maintaining assets and the ongoing ability to deliver consistent and quality services. ▪ Participation in the development of departmental business plans and budgets for the delivery of services which consider trends, industry shifts and community needs. ▪ Comply with all relevant legislation and policy including Occupational Health and Safety to contribute to ensuring a safe, healthy and fair workplace.

Responsibility	Outcomes
<p>Key Responsibility Areas</p>	<ul style="list-style-type: none"> ▪ Ability to respond in a timely and appropriate way to group dynamics and individual issues. ▪ Ability to implement effective active listening skills and effective interpersonal communication skills. ▪ Develop relationships with key local stakeholders and referral sources to develop referral pathways for disadvantaged families. ▪ Be willing to undertake supplementary training courses relevant to the delivery of the Supported Playgroups program (small talk training). ▪ Perform other duties as directed in accordance with the responsibility and skill level of the position. ▪ Liaise with the Family Services Team Leader to ensure the provision of coordinated and systematic service delivery is provided to clients. ▪ Contribute to the development of quality systems, policies and procedures relevant to the program. ▪ Ensure adherence to Council's Occupational Health and Safety policies and procedures, including equal opportunity and human resource policies and procedures. ▪ Participate in relevant professional development to enhance practitioner competency. ▪ Perform other duties as directed in accordance with the responsibility and skill level of the position.

Shared Organisational Responsibilities: <i>All employees are required to</i>	
Performance Criteria	<p>Benalla Rural City Council uses the following strategic and business planning process which then provides the framework for performance assessment. The Council plan is the key overarching document and reinforces the Council's values, long term strategic direction, fiscal responsibility and evidence based approach to measuring outcomes.</p> <ul style="list-style-type: none"> ▪ Council Plan ▪ Departmental Business Plans ▪ Individual Performance Plans
Key Result Areas	<p>In addition to the performance objectives and responsibilities outlined in this Position Description, a comprehensive set of Key Performance Criteria will be used to clearly measure performance annually. The following table outlines the overarching Key Result Areas. Specific measures of achievement are to be developed by the Family and Children's Services Team Leader and Supported Playgroup Facilitator annually.</p>
Area of Performance	Key Result Areas
Good Governance	<ul style="list-style-type: none"> ▪ Achievement of the relevant key objectives from the Departmental Business Plan and relevant project and work plans. ▪ Following systems, policies and practices to ensure legislative compliance and good practice. ▪ Clear understanding of and commitment to delivering key objectives. ▪ Efficient and effective use of resources.
Leadership	<ul style="list-style-type: none"> ▪ Respectful, open and collaborative relationship with the Coordinator and other staff. ▪ Ongoing commitment to personal growth and development. ▪ Effective self management and maintaining performance in the role. ▪ Contribution to maintaining a safe and healthy workplace, culture and team. ▪ Flexible and effective response to unanticipated events.
Communication	<ul style="list-style-type: none"> ▪ Provision of informed, honest and timely advice. ▪ Encouragement of feedback that focuses on effort or improvement rather than only outcomes.
Fairness, Equity and Respect	<ul style="list-style-type: none"> ▪ Issues raised dealt with in a timely and efficient manner. ▪ Respectful relationships built within the team and with others in the organisation.

Shared Organisational Responsibilities: *All employees are required to*

<p>Risk Management Responsibilities</p>	<ul style="list-style-type: none"> ▪ Understand and observe the Risk Management Policy, Framework and related procedures. ▪ Immediately notify their supervisor of any incidents, risks or recommendations for risk management of which they become aware. ▪ Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor. ▪ Contribute to the development and implementation of Risk Action Plans within area of responsibility. ▪ Provide timely assistance and requested information in relation to any insurance claim or risk management issue. ▪ Respect all Council property to ensure its security and protection. ▪ Undertake risk assessments for all proposed projects in consultation with the relevant managers.
<p>Record Keeping Responsibilities</p>	<ul style="list-style-type: none"> ▪ Understanding records management obligations and responsibilities. ▪ Making and keeping accurate and complete records of business activities and decision making. ▪ Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters. ▪ Ensuring the quality and accuracy of the data used or entered on Council databases and systems. ▪ Destruction of Council records are not to occur without authority from the Information Management Coordinator.
<p>Occupational Health and Safety Accountabilities</p>	<ul style="list-style-type: none"> ▪ Comply with all requirements of the OH&S Management System and legislation. ▪ Work safely and not place at risk the health and safety of other workers or the public. ▪ Actively contribute to the hazard identification process.
<p>Asset Management</p>	<ul style="list-style-type: none"> ▪ All staff are expected to familiarise themselves with and abide by Council's Asset Management policies, plans and strategies.
<p>Charter of Human Rights</p>	<p>Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:</p> <ul style="list-style-type: none"> ▪ Making decisions and providing advice consistent with human rights. ▪ Actively implementing, promoting and supporting human rights.

Shared Organisational Responsibilities: *All employees are required to*

Customer Service Responsibilities	<p>Benalla Rural City Council recognises customer service excellence is the responsibility of all Council staff across the organisation.</p> <p>We will provide service excellence by:</p> <ul style="list-style-type: none">▪ Ensuring information and services we deliver are accessible to everyone.▪ Using appropriate language in our publications and technology.▪ Being responsible for our work and accountable for its effectiveness.▪ Strengthening relationships between staff and customers.▪ Listen and act on feedback from both internal and external customers.
Code of Conduct	<p>The staff Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Benalla Rural City Council staff. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.</p>
Emergency Management	<p>As part of the duties associated with this position, the incumbent may be required to assist Benalla Rural City Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.</p>
Policies and Procedures	<p>The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Coordinator, but the Coordinator must abide by them because they are lawful and reasonable directions of the Council.</p>
Driver Licence	<p>If you are required at any point to drive a Council vehicle for business use, it is a condition of employment that a current driver licence is maintained. If your driver licence is suspended or cancelled, you must inform your manager immediately.</p>

Position – Skills and Competencies	
Accountability and Extent of Authority	<ul style="list-style-type: none"> ▪ Activities are governed by established organisational policies and procedures and within agreed service standards. Standards and procedures must be followed, however there is some scope to exercise discretion within specific guidelines. ▪ Direction is covered by clear service delivery objectives and targets and corporate customer service objectives. Freedom to act outside of established guidelines is subject to specific delegations and close supervision. ▪ Accountable for the accurate provision of information to clients and/or information and support to other staff members. ▪ Responsible for ensuring the quality of work undertake.
Judgement and Decision Making	<ul style="list-style-type: none"> ▪ Objectives of the work are well defined, but the incumbent must be capable of selection the most appropriate course of action. ▪ Guidance and advice is usually always available within the time available to make a choice.
Specialist Skills and Knowledge	<ul style="list-style-type: none"> ▪ A sound knowledge of early childhood and family support service systems. ▪ Knowledge of early childhood learning and development stages and the Victorian Early Years Learning and Development Framework including the Practice Principles and Learning outcomes. ▪ Knowledge of the causes of economic and sociocultural disadvantage and its impact on families and children. ▪ Experience and knowledge on delivery of group-based and individual programs. ▪ Experience of compiling program reports. ▪ Demonstrated initiative and innovative thinking. ▪

Position – Skills and Competencies	
Interpersonal Skills	<ul style="list-style-type: none"> ▪ High level skills in problem solving. ▪ Ability to gain cooperation and assistance from a range of people both internal and external. ▪ Well developed oral and written communication skills. Ability to work co-operatively within a team environment.
Qualifications and Experience	<ul style="list-style-type: none"> ▪ Tertiary qualifications in Early Childhood Teaching/Education, Special Education, Childcare, Social Work/Welfare, Child Psychology, Maternal and Child Health or extensive experience in a relevant field. ▪ Previous experience in working with groups and/or involvement with community development programs and the provision of services associated with the requirements of the position. ▪ Current First Aid Certificate Level 2. ▪ Current Victorian Driver Licence. ▪ Current Working with Children Check.
Key Selection Criteria	<ul style="list-style-type: none"> ▪ Understanding and demonstrated skills in the provision of client focused, family centred, strengths-based service delivery outcomes. ▪ Demonstrated ability to communicate respectfully and effectively with families using language that families understand. ▪ Demonstrated ability to effectively facilitate playgroups and develop and implement strategies to support regular attendance at Supported Playgroups. ▪ Demonstrated ability to model and support developmentally appropriate play experiences and parent/child interactions at Supported Playgroups and during In-Home support sessions. ▪ Ability to support and advocate positive parenting and behaviour guidance strategies. ▪ Demonstrated experience in innovative thinking and using initiative. ▪ Well developed computer skills including proficiency with the Microsoft Office suite including Word and Excel databases. ▪ Demonstrated capability in and understanding of importance of building a healthy and safe workplace and a positive team culture. ▪ An open communication style that encourages collaboration and the participation of others. ▪ Relevant qualifications and experience to meet the position requirements.

Position – Inherent physical requirements				
Summary – Running Supported Playgroups (incorporating the ‘Smalltalk program’ and providing In-Home support.				
Physical Demands of the Role				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting			✓	
Driving		✓		
Standing			✓	
Walking			✓	
Steps / Stairs		✓		
Squatting		✓		
Kneeling		✓		
Looking Up		✓		
Looking Down		✓		
Bending Spine Forwards		✓		
Bending Spine Backwards		✓		
Working with hands above shoulder height		✓		
Reaching forwards or sideways		✓		
Gripping or Grabbing		✓		
Fine Hand Coordination		✓		
Lifting from Floor to Waist		✓		
Lifting at waist height		✓		
Lifting from waist to overhead		✓		
Carrying equipment e.g., tools, plants etc		✓		
Pushing	✓			
Pulling	✓			
Exerting force with one hand or one side of the body e.g. digging	✓			
Holding, Supporting or Straining	✓			
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

Applications

- Ensure that you have read the position description and understand the requirements of the position

- Your application should include:
 - Application Cover Sheet
 - A covering letter
 - A document addressing the key selection criteria
 - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: employment@benalla.vic.gov.au

Alternatively, you may post your application to;

"Private and Confidential"
Rhonda McDonald
Human Resources Coordinator
Benalla Rural City Council
PO Box 227
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5 pm Monday 6 May 2024.**

Please Note: Late Applications cannot be accepted.

Application Cover Sheet

Position Applied for: _____

Note: *Applicants are required to respond to the Key Selection Criteria in their applications*

Full Name: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email Address: _____

Phone: Mobile: _____ Other: _____

Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached Professional Referees form?	Y/N
Have you read and understood the Position Description ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

Where did you see this position advertised?

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

Name of Applicant:

Signature:

Date:



BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council
November 2014

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BENALLA VIC 3671

(03) 5760 2600
council@benalla.vic.gov.au

www.benalla.vic.gov.au

