



**GENERAL MANAGER OPERATIONS – EARLY LEARNING CENTRES**

**JOB & PERSON SPECIFICATION**

**JANUARY 2022**

# Position Description

## General Manager Operations

<b>Position Title:</b>	General Manager Operations
<b>Reporting to:</b>	Assistant Director, Governance, Quality and Assurance
<b>Tenure:</b>	Permanent
<b>Hours and Days of Work</b>	Full time Monday to Friday
<b>Location:</b>	Catholic Education South Australia Office, Thebarton
<b>Leave Arrangements/Working weeks:</b>	Minimum two weeks annual leave to be taken over the end of year close-down period for the Early Learning Centres. Remaining two weeks annual leave entitlement to be approved in advance by the Assistant Director, Governance, Quality and Assurance
<b>Expected Commencement:</b>	ASAP

## BACKGROUND

The Catholic Church Early Years Inc. (CCEY) business was established by the Archdiocese of Adelaide for the purpose of building and managing the Alive Catholic Early Learning Centres, accommodating placements for children from 6 months to five years of age.

The operational management of Alive is with the Catholic Education South Australia. The responsibility for CCEY, rests with the Director CCEY, who is also the Director – Catholic Education South Australia.

The first Alive Catholic Early Learning Centre, at Parafield Gardens, on the site of the Holy Family Catholic School commenced operations in January 2019, accommodating up to 80 children within the centre. A second site, consisting of 90 places, is co-located with McAuley Community School at Hove, and commenced operations in January 2020. The third site, which also accommodates 80 children, opened in January 2021 at Mount Barker and is co-located with St Francis de Sales College.

A progressive roll-out of further sites is planned for other Catholic schools over the next five years and beyond with plans already in motion for the next two sites.

## BROAD PURPOSE

*In partnership with families and the local Catholic School, Alive Catholic Early Learning builds strong and supportive communities, which celebrate and strengthen the unique learning capability of each child.*

As the General Manager Operations, you will:

- lead and develop a portfolio of early learning centres within the Alive group, ensuring consistent high quality service delivery to children and their families;
- assist in the identification, assessment and implementation of new Alive sites;
- achieve strict compliance at each site with respect to legislative obligations, industrial agreements, industry standards and assessments, codes of practice and applicable policies and procedures;
- oversee staff management at each Alive, through the Head of Early Learning;
- ensure positive relationships with key stakeholders, including Principals and Service Providers.

*As specialists in early childhood education we create an inclusive and innovative learning environment. To achieve this we employ people who are passionate about the growth and development of children, and enjoy being a part of a positive team environment where all staff are valued and supported.*

## KEY RELATIONSHIPS

### Internal

- Director, Catholic Church Early Years Inc. (also Director: Catholic Education South Australia)
- Assistant Director, Governance, Quality and Assurance (Line Manager)
- Deputy Director and Assistant Directors, Catholic Education South Australia
- Heads of Early Learning and staff
- Alive Head Office staff

### External

- Children, families
- Leadership and staff from co-located schools
- Government agency staff
- Catholic Health Safety & Welfare Staff
- Service Providers

## KEY RESPONSIBILITIES

- Responsible for the efficient operation of each Alive Catholic Early Learning Centre.
- Ensure each Centre is compliant with the Education and Early Childhood Services (Registration and Standards) Act 2011, Education and Care Services National Regulations and any other applicable legislation, as well as the Educational Standards Board National Quality Framework.
- Build and develop professional teams at each Centre to deliver a quality curriculum, consistent with the early years learning framework and the national quality standards.
- In conjunction with Heads of Early Learning and other key stakeholders, establish programs and practices that ensure the rights of children within the Centres is upheld.
- Foster and develop a learning community which has a culture of reflective practices and ongoing learning to drive quality and continuous improvement.
- Accountable for the successful business performance of the Centres.
- Prepare annual business plans for each Alive Catholic Early Learning Centre and ensure the development and implementation of site level business plans, including establishment of performance standards. This also includes development Centre plans related to: Education Standards Board criteria, education and learning, community engagement, marketing and enrolments.
- Oversee and manage the Marketing Officer to support the strengthening of the Alive brand as well as the growing enrolments at each Centre.
- Work with CESA's Finance team on maintaining a consolidated set of financial accounts for the Centres.
- Fulfil the duties of the Head of Early Learning throughout the construction/pre-delivery phase of new centres.
- Undertake the recruitment, appointment and management of the Heads of Early Learning and other staff.
- Oversee staff management and performance of Centre staff, through the Heads of Early Learning.
- Ensure the effective establishment of each Centre's environments, programs, practices, enrolments and operations.

- Achieve specified deliverables within a broader project team for the design, construction and delivery of new Alive sites.
- Maintain effective communication channels and reporting with the Assistance Director, Governance, Quality and Assurance.

## Workplace Health and Safety (WHS)

- Ensure Centres are a safe and healthy environment at all times.
  - Monitor and oversee WHS and injury management practices in accordance with regulations, legislation and Catholic Early Years Services Inc policy, including emergency management procedures as required.
  - Ensure centres fulfil their duty of care to children and their families.
  - Ensure staff are appropriately trained to understand and meet the WHS requirements of their positions and the Centres.
  - Comply with the Catholic Work Health & Safety management system and, as a worker, while at work:
    - take reasonable care for their own health and safety
    - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
    - comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
  - Co-operate with any reasonable policy and/or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.  
(Ref: Division 4, Section 28 – SA Work Health and Safety (WHS) Act 2012.
  - Undertake training as required to meet the WHS requirements of the position and the Centre
- \*\* Responsibilities are subject to revision in accordance with role requirements and legislative change.

## General

- Undertake any required training.
- Actively participate in performance review processes.
- Any other duties as reasonably required.

Note: Responsibilities are subject to revision in accordance with role requirement and legislative change.

# QUALIFICATIONS/CERTIFICATIONS AND EXPERIENCE

## Essential

- Appropriate qualifications and leadership experience in early childhood education.
- A commitment to the delivery of high quality pre-school education where excellent outcomes are achieved for every child.
- Demonstrated capability in managing a large or multi-site early years education facilities.
- Ability to review and monitor processes and policies to enable a culture of continuous improvement in systems, service delivery, and performance that aligns with Alive's values and mission.
- The ability to be a dynamic and adaptable people leader and coach to foster the development of individuals and create self-managing teams to achieve required outcomes.
- Demonstrated capabilities in areas such as commercial acumen, financial competence and business performance reporting, to ensure sound decision-making across early learning centres.

- Highly developed conceptual, analytical and strategic planning skills with the capability to implement these into practical operational priorities and activities to achieve the required business outcomes and timelines.
- Experience in securing submissions for funding and grants.
- Excellent interpersonal and communication (written and verbal) skills with the ability to convey ideas and positively influence and motivate people.
- Ability to build effective relationships with a range of key stakeholders, including staff, to achieve the desired culture.
- Comprehensive working knowledge of compliance requirements of the Early Years Learning Framework, National Quality Framework and other relevant legislation and regulations.
- Ability to collaborate across the business to develop and implement effective marketing and communications strategies to grow the portfolio and success of centres.
- High level computer (including Microsoft Office) and technology skills, knowledge and experience in educational settings for young children.
- Current Working with Children Check (or DCSI equivalent).
- ACECQA approved First Aid qualification, or willingness to undertake same, including application of first aid, emergency asthma management and anaphylaxis.
- Child Protection – Responding to Risks of Harm, Abuse and Neglect – Education and Care training, or willingness to undertake as a priority.
- Maintain vaccination against, or prove ongoing immunity to, COVID-19 and other diseases as specified by the Employer, or provide an accepted, authorised exemption to same.
- Current car driving licence.

### Desirable

- Degree or post-graduate qualifications in business or management

## OTHER CONDITIONS

This position will be based at the Catholic Education Office, Thebarton but will be required to travel regularly to ALIVE's centres located within the Adelaide and Hills regions.

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Catholic Church Early Years Inc  
Approved  
Position Description



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Justin or Hannah Way on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.