Directorate	**Education**
Division	**System Policy and Reform**
Branch	**Early Childhood Education**
Permanent/Temporary	**Temporary**
Position Number	**P61679**
Classification	**ASO6**
Position Title	**Senior Program Officer**
Immediate Supervisor	**Assistant Director**

EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. A link to the Directorate's organisational chart is available via https://www.education.act.gov.au/about-us/who-we-are.

Further information about working in the ACT Public Service and the Education Directorate can be found at https://www.jobs.act.gov.au/about-the-actps and https://www.education.act.gov.au/.

EARLY CHILDHOOD EDUCATION BRANCH

The Early Childhood Education branch sits within the System Policy and Reform group of the Education. The Executive Branch Manager, Early Childhood Education reports to the Executive Group Manager, System Policy and Reform as a member of the Directorate's corporate executive team.

The Executive Branch Manager provides advice to Director-General, Deputy Director-General, other members of the organisation's executive team and the Minister and Cabinet.

Early Childhood Education Branch is responsible for managing the delivery of *Set up for Success: An Early Childhood Strategy for the ACT* and for supporting early childhood education policy work nationally which include the Preschool Reform Agreement and the Preschool Outcomes Measure. It is also responsible for delivering the ACT Government's commitment to free Three-year-old preschool and the 3-year-old initiative and delivers coaching supports to preschools and ECECs.

Early Childhood Education Branch is also responsible for delivering the Directorate's Approved Provider function under the National Quality Framework, overseeing ACT public preschools as approved services and ensuring they provide compliance, quality preschool programs.

POSITION OVERVIEW

The Three-year-old preschool team is responsible for delivering the ACT Government's free Three-year-old preschool program and supporting parents/carers to apply for Early Entry to ACT Public Preschools.

We are looking for an exceptional officer ready for their next challenge. If you have experience in program and/or contract management, enjoy building strong relationships with stakeholders and have a talent for keeping complex programs running smoothly, this could be the role for you!

This is a fantastic opportunity for you to be part of delivering an ACT Government commitment that directly benefits children and families in our community.

In this role, you will be a key point of contact for Partner Providers, services and parents/carers, helping to ensure a positive experience through responsive support, clear communication and effective issue resolution. You will coordinate and manage a range of operational activities including responding to stakeholder enquiries, program administration and reporting, contract management and the implementation of continuous improvement activities. You will also support delivery of the Government's commitment to expand the program to 600 hours.

To be successful in this role you will excel in working in small but high performing teams, have the ability to pick up new information quickly and will have experience in program and/or contract management. You will have excellent written and oral communication skills, fantastic organisational and time management skills, and the ability to build and maintain quality relationships with a range of stakeholders. Knowledge of the early childhood sector is desirable however not essential, experience in government program management or customer service would also be an advantage.

This is a temporary position available **ASAP until 24 December 2027** with the possibility of extension.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

ELIGIBILITY/OTHER REQUIREMENTS

Merit Pool: A Merit Pool may be established from this selection process and used to fill similar or identical vacancies over the next 12 months.

Canberra-based: This role requires the successful candidate to be based in Canberra due to the nature of the work and the need for regular collaboration with ACT-based stakeholders. Remote working arrangements outside of the ACT and local surrounds will not be considered.

ABW: This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. We work in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites.

HOW TO APPLY

Applicants are asked to provide:

- a maximum two-page pitch summarising your skills, experience and suitability against the selection criteria,

- a current Curriculum Vitae, and
- the names and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Applicants are encouraged to contact the contact officer prior to submitting an application.

Applications should be submitted via the ACT Jobs website.

DUTY STATEMENT

1. Support the implementation of universal access to three year-old preschool.
2. Support the assessment of Early Entry to Preschool applications in accordance with relevant policies and procedures.
3. Develop and maintain strong relationships with internal and external stakeholders.
4. Support contractual, financial and governance arrangements including for example assessment of performance reports, financial reports and data collection.
5. Provide quality and timely administrative support for the program, including developing and maintaining systems and structures to support the effective operation of the program.
6. Facilitate communication and coordination of administration activities including managing information and communication through the Directorate's Provider Portal.
7. Contribute to the preparation of sound, evidence-based advice and support for senior executive and/or Ministers through the preparation of reports, briefings, correspondence and talking points.
8. Represent the Directorate on matters relating to early childhood policy.
9. Undertake specific duties and/or projects related to the work of the team.
10. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorates Work Health and Safety system.
11. Deliver this work considering the relevant legislation, including but not limited to the *Education Act 2004,* the *Education and Care Services National Law (ACT) Act 2011 and National Regulations*, and the *Children and Young People Act 2008*.

SELECTION CRITERIA

1. Experience providing operational and administrative support for the delivery of programs, services or projects to the community.
2. Demonstrated ability to build and maintain productive relationships with diverse stakeholders and provide high-quality customer service and advice.
3. Highly developed organisational skills, with the ability to manage competing priorities and contribute effectively to team and individual outcomes.
4. Demonstrated initiative and commitment to continuous improvement, including the ability to rapidly acquire new knowledge, contribute to positive business outcomes and work in accordance with the ACTPS values and signature behaviours.