

# INFORMATION PACKAGE

Shire of East Pilbara

## Creche Attendant

Job code: #221

Permanent, Part-Time | Newman | Living Allowance up to \$15K (pro-rata) | 15 hours per week

### The Shire is recruiting for a community focused team player.

Join the progressive Shire of East Pilbara – the largest Local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities.

Are you experienced in the supervision of children with a passion for assisting in the care and wellbeing of the future generation? We are seeking applications from responsible individuals for the role of **Crèche Attendant** to effectively assist in the day to day operations of the crèche services provided at the Newman Recreation Centre.

#### You will have:

- A caring and nurturing in your approach with children;
- a sound communicator with excellent interpersonal skills
- organised with developed time management skills
- committed to our organisational values, sensitivity and maintaining confidentiality

#### Remuneration and Benefits:

- Base salary range between \$58,000.00 and \$64,000.00 (pro-rata), plus...

- Living Allowance up to \$15,000.00 (pro-rata)
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), plus....
- Annual Leave Travel Assistance
- Free use of the Shire's child care facilities whilst at work (subject to conditions)
- Parental Leave, eligibility for Long Service Leave and Professional Development

#### **Next steps**

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded.

If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

*The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.*

#### **Closing date:**

Monday, 3/10/2022 at 4:00pm.

For enquiries relating to the application or recruitment process, please contact the **People and Culture Team on (08) 9175 8000** or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

For role specific enquiries, please contact **Telia Bilich – Crèche Supervisor on (08) 9175 8075**

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

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# POSITION DESCRIPTION

Shire of East Pilbara



## Position Title

Crèche Attendant

## Directorate

Community Services

## Reports to

Crèche Supervisor

## Position Number

#221

## Position Level

LGIA 3

## Position Summary

To effectively assist in the day to day operations of the crèche services, whilst ensuring the health, safety and wellbeing of the children in care. Ensure the safety and wellbeing of children and patrons at Newman Recreation Centre through exceptional customer service and adhering to policies and guidelines. To provide the public with child minding face opportunity to recreation services and exceed the public's expectations in areas including safety, customer service, venue presentation and service/event delivery. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

## Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively report and mitigate risks.

## Role Accountabilities

- To provide assistance and support to the Crèche Supervisor and staff team ensuring the effective delivery of services at Newman Recreation Centre Crèche.
- Assist team members with activities.
- Closely supervise children using the Crèche, ensuring their safety at all times.
- Assisting with crèche compliance requirements as directed by the Supervisor and Coordinator.
- Maintain a safe, clean and healthy environment.
- Apply first aid assistance when required.
- Promote the Shire of East Pilbara's Code of Conduct and the Shire of East Pilbara's Policy Manual.
- Provide a high level of customer service to all those who visit Newman Recreation Centre Crèche.
- Maintain an awareness of all the Centre's activities and procedures, and provide this information to customers when requested.
- Maintain daily open communication with parents.
- Communicate regularly with Crèche Supervisor and other designated staff/contacts within the Shire of East Pilbara.
- Establish effective working relationships with all team members and apply sound communication skills.
- Undertake projects and other duties as requested, which are in line with the position's responsibilities.



### Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Current Senior First Aid Certificate
- Current Working With Children Check
- Demonstrated experience in the supervision of children
- Developed communication and interpersonal skills
- Enjoys working with children
- Caring and nurturing approach with children

- Self-management, time management and organisational skills

#### Desirable Criteria

- Current West Australian 'C' Class Drivers Licence
- Previous experience in a similar position in Western Australia
- Knowledge of child development
- An understanding of practices and procedures relevant to childcare
- Sound knowledge of safety practices.

## Remuneration details

### Award

Employment conditions in accordance with the Local Government Industry Award 2020.

### Cash salary component:

- Cash component between \$58,000.00 - \$64,000.00 (pro-rata)
- Living Allowance up to \$15,000 (pro-rata) is paid as per the Shire's policy and may be subject to change.
- 20.5% Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5 % of the specified salary.

### Hours of Work:

- In this position, the hours to be worked are part time, 15 hours per week.

### Accommodation:

- Shire accommodation is not provided.

### In addition:

- Uniform allowance of \$440 (pro-rata)
- 5 weeks annual leave (pro-rata to the hours worked)
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) months (full time employment worth) completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.
- Parental Leave cover of eight (8) weeks full pay or sixteen (16) weeks half pay as per the Shire's policy (pro-rata for part time)

### Other Benefits and services:

- 50% discounts for staff for the use of recreation and aquatic center facilities as per council policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.



# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.