



**Early Childhood
Australia**

A voice for young children

POSITION DESCRIPTION

Position Details	
Title	ECA Learning Hub Executive Manager
Classification and Level	ECA Level 5
Section	Professional Learning Team
Reporting to	General Manager Professional Learning
Delegation	Learning Hub Content Manager Learning Hub Production Manager and video production team (Crux contract) Educational Designer (1-2) Video editor (1) Project Officer (1-2)
Clearance requirements	Working with Vulnerable People Registration and other background checks as required in accordance with ECA's policies.
Date Approved	June 2020

OUR VISION: EVERY YOUNG CHILD IS THRIVING AND LEARNING

About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938. Our vision is 'every young child thriving and learning'. *To achieve this vision we champion the rights of young children to thrive and learn at home, in the community, within early learning settings and through the early years of school.*

Our work builds the capacity of our society and the early childhood sector to realize the potential of every child during the critical early years from birth to the age of eight. ECA specifically acknowledges the rights of Aboriginal and Torres Strait Islander children and their families, and the past and current injustices and realities for them around Australia.

Everything we do is founded on our values:

- **Respect:** we demonstrate our respect for children, families and professionals.
- **Leadership:** we are courageous in promoting the rights and voice of young children.
- **Integrity:** our work is based on evidence and expertise; it is always ethical and transparent.
- **Equity:** we believe in social justice and equal opportunity

ECA's Strategic Plan (2017–2020) outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. Speak up for children
2. Build social capital
3. Champion quality in early education
4. Lead & inspire professional learning
5. Position ECA for long term success

More information can be found on our website: www.earlychildhood.org.au

We hope that you will be inspired by our priorities and values, and that you will be a key part in the success of Early Childhood Australia

Position Summary

The ECA Learning Hub Executive Manager is a strategic role responsible for the scoping and development of ECA's online learning products.

Responsibilities include:

- Lead and manage the ECA Learning Hub and related professional development projects
- Develop and monitor budgets and financial reporting for the ECA Learning Hub and projects of the ECA Learning Hub
- Ensure that ECA Learning Hub products meet the professional development needs of early childhood sector through stakeholder engagement and relationship management
- Work collaboratively with other members of the Executive team to achieve the strategic and business plan objectives of ECA

The ECA Learning Hub (<http://learninghub.earlychildhoodaustralia.org.au>) is an online professional development hub for early childhood educators and services. It is built on a Learning Management System provided by Kineo, key products include self-paced online learning modules and webinars/webcasts. The Learning Hub has over 31,000 registered users and annual revenue is growing. The Learning Hub Team also manage a number of projects involving the development of online professional resources (examples include: First Signals; Early Responses and work with the Office of the e-Safety Commissioner) which are funded by Federal and State/Territory Government Departments, commercial partners and philanthropic foundations.

Reporting Structures

This position will report to the General Manager Professional Learning and Research Translation and work closely with other ECA Executive positions. Direct reports will include:

- Learning Hub Content Manager
- Learning Hub Production Manager and video production team (Crux contract)
- Educational Designer (1-2)
- Video editor (1)
- Project Officer (1-2)

POSITION DESCRIPTION

Key Responsibilities

1. Planning and Strategy

- 1.1 Coordinate activities across ECA to develop a cohesive and consistent approach to the delivery of professional learning that supports quality practice in early childhood services,
- 1.2 Implement the ECA Strategic Plan and Business Plan objectives related to the delivery of professional learning within approved budgets and rigorous quality assurance systems.
- 1.3 Develop and implement a Business Plan for the ECA Learning Hub.
- 1.4 Ensure that ECA's decision-making is informed by up-to-date knowledge of the early childhood sector's engagement in professional learning, as well as future directions for online learning.
- 1.5 Work closely with the Publishing and Studio Executive Manager, Communication and Marketing Executive Manager and Conference/Events Manager to support a cohesive approach to product development and marketing.
- 1.6 Identify and create opportunities for new business initiatives and projects –including the preparation of tender and grant applications and relationship management.

2. Stakeholder Relationships

- 2.1 Establish and maintain strong relationships key stakeholders in the early childhood education and care sector.
- 2.2 Proactively engage and support the ECA Learning Hub Reference Group and related project advisory groups.
- 2.3 Oversee the engagement and management of content experts, keynote speakers, services featured in video products.
- 2.4 Work with Operations and Applications to develop and analyse data on the use of ECA professional learning products, including evaluation data to inform product development, marketing, pricing and performance.
- 2.5 Prepare reports to the ECA CEO and Board of Directors, as required.

3. Management

- 3.1 Oversee the development and management of work plans for teams and projects.
- 3.2 Provide supervision and direction to managers and team members in accordance with ECA's Human Resource Management policies and procedures.
- 3.3 Participate in the recruitment of staff to positions within the Learning Hub team.
- 3.4 Develop, implement and monitor costs centre budgets and financial performance.

3.5 Identify and manage risks to ECA's reputation and public profile in consultation with the CEO and General Manager, informing the Risk Management Framework which is monitored by the ECA Board of Directors.

3.6 Maintain collaborative & constructive working relationships with other ECA teams and contribute to the overall work of ECA.

4. Other duties as required

SELECTION CRITERIA

Required

1. Tertiary qualification/s in early childhood education, adult education and/or online learning.
2. Knowledge and understanding of the operation and work of early childhood education and care services (ECECS), including professional development accreditation systems.
3. Practical experience in one or more roles that carry significant responsibility for the development and delivery of online professional learning, and the use of authoring software for module development and/or Learning Management Systems
4. Minimum 3 years of experience in managing a professional team, including the ability to lead, supervise and work collaboratively.
5. Highly developed conceptual and written and oral communication skills including the ability to write clearly and succinctly and distil complex information for a wide range of audiences,
6. The ability to work collaboratively with a range of internal and external stakeholders.

Desirable

1. Experience in the successful delivery of professional learning to the early childhood sector.
2. Experience and understanding of online learning including development, delivery, management and pricing. Ideally this will include experience with authoring software such as Articulate and a range of Learning Management Systems including Moodle
3. Demonstrated successful project management including contribution to development, budget management, monitoring of work plans and reporting progress and achievements against required outcomes.
4. Proven capacity to collect, analyse and use of both quantitative and qualitative data on sales and utilisation of products.

GENERAL CONDITIONS OF EMPLOYMENT

- The Salary for this role is at Level 5 (\$101,154 - \$109,602 plus super) as per Early Childhood Australia's Enterprise Agreement and sets out all applicable terms and conditions of your employment.
- Hours are negotiable but primarily 37.5 hours per week during business hours 9am–5pm.
- The position is preferred to be based in our National office at 16 Mildura St, Fyshwick ACT.
- The duty statement and performance will be reviewed at the end of the probationary period.
- ECA is an equal opportunity employer and welcomes applications from Aboriginal and Torres Strait Islander persons.
- Applicants must be located in and have a genuine right to work in Australia