



POSITION OVERVIEW

Position Details	
Title	ISP Support Officer
Classification and Level	Level 2.2 - 2.3 (depending on experience)
Section	ECA NT – Administration & Inclusion Agency
Reporting to	NT Inclusion Agency Manager - Southern Region/Administration Manager
Delegation	NA
Clearance requirements	Working with Vulnerable People Registration (or state based equivalent) and other background checks as required in accordance with ECA's policies.
Date Approved	27/10/2023
Date Reviewed	October 2024

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.

Early Childhood Australia Northern Territory (ECA NT) delivers a number of early childhood inclusion and support programs across the Northern Territory.

The Inclusion Support Program (ISP) is a federally funded service focused on building the capacity and capability of early childhood education and care services to include children with additional needs; including children with a disability or undergoing assessment, those from diverse cultural and language backgrounds, refugee children, Aboriginal and Torres Strait Islander children and vulnerable children. Within the ISP the NT-IA Inclusion Professionals are available to all eligible services to provide on the ground tailored inclusion advice and support.

ECA NT is the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) Partner in the Community for the Darwin Urban region, including Darwin, Palmerston and Litchfield. As the ECEI partner, ECA NT work with families and carers of children with developmental delays and disabilities to identify their children's needs and to assist families to reach their goals for their children.

The 'gym for growth and development' (g4gd®) program has been developed by ECA NT staff as a universal, supported physical activity program.

g4gd® provides active and appropriate movement opportunities that enable children, (babies, toddlers, and preschool aged) to explore, develop and refine the skills that are essential for healthy physical and neurological development.

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 (2021-2024) outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. Speak up for young children.
2. Collaborate for impact.
3. Champion 'beyond quality' in early education.
4. Lead and inspire professional learning.
5. Be sustainable and effective.

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

Position Purpose

The ISP Support Officer role will provide operational, administration and practice support to the ISP team in the Alice Springs office, contributing to an efficient and professional service delivery of inclusion support across the southern region of the NT.

Reporting Structures

The ISP Support Officer role reports to the Alice Springs ISP Program Manager with a central administration accountability to the ECANT Business Manager.

POSITION DESCRIPTION

Key Responsibilities

1. General Office Administration (0.2 FTE)

1.1 Provide front-of-house customer service, and administration support as is required at the Alice Springs Office. Some key responsibilities include but are not limited to:

- Manage post, stationery, ordering and printing.
- Monitor and maintain ECA NT Southern Region car fleet.
- Monitor staff travel tracking systems (with support from Administration Manager)
- Assist with booking travel and accommodation for ISP staff.
- Manage shared Outlook calendars for car/room bookings.
- Provide administrative support to staff including catering, scheduling meetings, and production of key documents.
- Cleaning duties in the Alice Springs office, including but not limited to, kitchen cleaning, vacuuming, wiping benches, garbage removal.

1.2 WHS Representative for the Alice Springs Office:

- Conducting WHS Checklist in the NT Southern Region office every three months and addressing any items that require attention.
- Actively participating as a member of the ECA Work Health and Safety Committee.
- Maintaining a Safe Work Environment by playing a crucial role in ensuring a safe work environment by reporting incidents related to unsafe work practices, sites/areas, or equipment.
- First Aid Kit Maintenance - updating and stocking First Aid Kits in the Southern NT Offices and Vehicles.

1.3 Events & Programs

- Support all activities in relation to promotion and marketing of ECANT programs and events.
- Program set up, delivery and pack up.
- Gather attendee's data using required QR system and enrolment forms.
- On-site facilitation of programs
- Advertise/promote on social media platforms as is required.
- Foster positive relationships with families and other external stakeholders.

2. IP Specific support tasks (0.8 FTE)

2.1 Provide IP support, inclusive of but not limited to:

- Pre and post service visit support under direction of the IP including preparation of resources, packing and unpacking.
- Accompany IP's on overnight remote trips, including being second driver and 2iC in the service visits.
- Undertaking participant observations in care environments as required
- Support documentation of observations that will support SIP development, including iPlan data entry, support visit file notes and writing up case studies.

- 2.2 Provide IP administration tasks to support the work of the IP's:
- Understand and use the Inclusion Support Framework/Guidelines to support IPs with service capacity building.
 - Support IPs with SIP development
 - Build respectful and meaningful relationships with services and stakeholders.
 - Attend internal and external meetings in relation to Inclusion Support work as required.

3. Quality Improvement and Professional Development

- Contribute to cohesive and collaborative office culture, which promotes a healthy and happy work environment.
- Participate in regular professional supervision with line manager and probationary and annual performance review activities as is required.

4. Information Communication Technology and Information Management

- Maintain a level of competency and knowledge of ECA NT business applications and IT systems.
- Note - Training in some applications will be mandatory.

5. Other tasks as is required.

SELECTION CRITERIA

Required

1. Experience of working in the ECEC sector with an understanding of inclusion.
2. Proven work experience in administrative duties, or similar role
3. Experience and confidence with office management software, particularly MS Office
4. Strong organisation skills with a problem-solving attitude
5. Good written, verbal and interpersonal communication skills
6. Valid National Police Check and current Ochre Card Clearance (or ability to obtain one).
7. Current driver's licence and use of a comprehensively insured, registered motor vehicle.
8. Up-to-date COVID-19 vaccination certificate

Desirable

1. Cert III in Children's Services
2. Demonstrated skills in organisation, time management, planning and priority setting.
3. Knowledge of Eventbrite, Canva, Mailchimp and social media platforms
4. Proactive, constructive, and creative approaches to problem solving.

GENERAL CONDITIONS OF EMPLOYMENT

- The Salary for this role is at Level 2 as per Early Childhood Australia's Enterprise Agreement that sets out all applicable terms and conditions of your employment. ECA is eligible for fringe benefit tax rebates and offers salary packaging options.
- The role is for a fixed term, with options for a part-time contract (to be negotiated).
- The role is based at the ECA NT Alice Springs office.
- ECA is committed to diversity and equity in employment opportunities and welcomes applications from Aboriginal and Torres Strait Islander people, LGBTQI+, and people with a disability

