

## Position Description: ECA Learning Hub Executive Manager

**OUR  
VISION:  
EVERY  
YOUNG  
CHILD IS  
THRIVING  
AND  
LEARNING**

Position Summary	
Title	ECA Learning Hub Executive Manager
Classification and Level	Level 5
Section	Professional Learning
Reporting to	General Manager - Professional Learning
Delegation/Supervision	E-Learning Content Coordinators and Officers E-Learning and Instructional Designers Project Officers (As required)  This is subject to change due to organisational requirements.
Compliance Requirements	<ul style="list-style-type: none"> <li>Working with Vulnerable People Registration</li> <li>Full COVID-19 vaccination status</li> </ul>
Date Approved	December 2023

### About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938, we are a not-for-profit organisation with a national membership.

Our vision is ‘every young child is thriving and learning’. To achieve this vision, we champion the rights of all children from birth to the age of eight to thrive, learn and play at home, in the community, within early learning settings and through the early years of school. Our work builds the capacity of our society, including families and early childhood professionals, so that every child—regardless of location, household income or individual needs—can be nurtured to achieve their unique potential.

ECA acknowledges the unique place of Aboriginal and Torres Strait Islander peoples in our society, the past and current injustices and realities for them across Australia, and the enduring strength of their cultures and identities. We commit to being at the forefront of achieving a reconciled nation that values, respects and celebrates Aboriginal and Torres Strait Islander ways of knowing and being.

Everything we do is founded on our values:

**Equity:** We promote social empowerment and inclusiveness in how we work and what we do.

**Integrity:** Our work is based on evidence and expertise. It is always ethical and transparent.

**Leadership:** We are courageous in promoting the rights and interests of young children.

**Respect:** We value and esteem children, families, professionals and each other, always

**ECA’s Strategic Plan (2021-24)** outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. **Speak up for young children:** Be a courageous advocate that amplifies the voice of young children, their families and those who work with them.

2. **Collaborate for impact:** Work collaboratively with others to champion the importance of the early years and improve outcomes for all children, particularly those at risk of disadvantage.
3. **Champion 'beyond quality' in early education:** Strengthen the capacity of services to be ethical, inclusive and effective in amplifying the learning outcomes and wellbeing of all children.
4. **Lead and inspire professional learning:** Lead the provision of quality-assured resources and learning opportunities for early childhood professionals.
5. **Be sustainable and effective:** Increase our effectiveness through innovation and improvement that is socially, financially and environmentally responsible.

ECA is also strongly committed to reconciliation, our current **Reconciliation Action Plan** can be found on our website: [www.earlychildhood.org.au](http://www.earlychildhood.org.au).

## Position Purpose

The ECA Learning Hub Executive Manager is a strategic role responsible for the management and oversight of online learning and project functions undertaken by the team—including efficient development and deployment of ECA online learning resources and special projects—to ensure they align with ECA's values, maintain consistency, and achieve the objectives set out in ECA's Strategic Plan.

Responsibilities include:

- Lead and manage the ECA Learning Hub team, including high level oversight of projects and initiatives.
- Project management including timeline, budget and resource development management.
- Strategic forecasting and forward planning ECA's online learning resources.
- Ensure that ECA Learning Hub resources meet the evolving needs for the education and care sector through stakeholder engagement and relationship management.
- Maintaining ECA professional learning standards and quality control.
- Work collaboratively with other members of the Executive team to achieve ECA strategic and business plan objectives.
- Contribute to implementing organisation-wide policies and procedures.

The ECA Learning Hub is an online professional learning hub for early childhood professionals and services. Key products delivered to the early childhood sector include self-paced online learning courses, live webinars, Communities of Practices and other blended professional learning resources. The ECA Learning Hub has over 40,000 active users, with a further 30,000 users accessing ECA Learning Hub resources through third-party platforms. The ECA Learning Hub works closely with sector representatives and partner organisations to develop professional learning.

## Reporting Structures

The ECA Learning Hub Executive Manager reports to the General Manager of Professional Learning and works closely with other ECA Executive positions. The position supervises the ECA Learning Hub team.

## Key Responsibilities

### 1. Online learning and projects

- 1.1. Identify emerging needs, trends, and contemporary practices in early childhood education to inform online learning initiatives.
- 1.2. Collaborate with the Publishing and Production Executive Manager to ensure a cohesive approach to product development and marketing strategies.

- 1.3. Lead the efficient development and deployment of ECA online learning resources, ensuring alignment with organisational values.
- 1.4. Oversee the deployment and distribution of various online learning products.
- 1.5. Implement and maintain quality assurance processes for online learning resources to uphold professional standards and consistency.
- 1.6. Ensure the infrastructure and management systems are effective and aligned with quality standards.
- 1.7. Support distribution and promotion efforts, collaborating with the communications, marketing and customer service teams.
- 1.8. Identify, create, and manage opportunities for new business initiatives and projects within the online learning space, including preparing tender and grant applications and fostering relationships to support the growth of the ECA Learning Hub.

## **2. Planning and strategy**

- 2.1. Align online learning initiatives with ECA's Strategic Plan, ensuring consistency and adherence to approved budgets.
- 2.2. Contribute to the development and implementation of a strategic business plan for the ECA Learning Hub.
- 2.3. Ensure informed decision-making by staying updated on early childhood sector engagement in professional learning and future directions for online learning.
- 2.4. Implement effective project management, including timeline, budget, and resource management.
- 2.5. Strategic forecasting and forward planning for online learning resources and adapt to sector needs.
- 2.6. Monitor and review development schedules and project timelines, making adjustments as needed.
- 2.7. Identify opportunities for continuous improvement in the development, deployment, and management of online learning resources.
- 2.8. Contribute to the overall strategic goals and planning of ECA by staying informed of innovative approaches to online learning.

## **3. Relationships**

- 3.1. Actively engage with stakeholders in the education and care sector to identify evolving needs, ensuring the relevance of ECA Learning Hub resources, and establish/maintain strong relationships with key stakeholders in the early childhood education and care sector.
- 3.2. Oversee engagement with content experts, sector representatives, and other contributors to online learning resources.
- 3.3. Collaborate with other ECA teams, maintaining collaborative working relationships and ensuring a coordinated approach to achieve organisational objectives across teams and managers.
- 3.4. Work closely with the ECA Learning Hub Advisory Group and related project advisory groups.

## **4. Management**

- 4.1. Lead and manage the ECA Learning Hub team, providing high-level oversight of projects and initiatives.
- 4.2. Provide supervision and support to team members in accordance with ECA's policies and procedures.
- 4.3. Participate in recruitment processes for positions within the ECA Learning Hub team.
- 4.4. Identify and manage risks to ECA's reputation and public profile, contributing to the Risk Management Framework.
- 4.5. Contribute to the implementation of organisation-wide policies and procedures.

- 4.6. Support the Professional Learning General Manager to develop cost centre budgets, project budgets and monitor financial reporting against those budgets.

## **5. Other relevant duties as required**

## **Selection Criteria**

### **Required**

1. Tertiary qualification/s in early childhood education and adult education or online learning.
2. Knowledge and understanding of the operation and work of early childhood education and care services, including professional development and teacher accreditation systems.
3. Practical experience in one or more roles that carry significant responsibility for the development and delivery of high-quality professional learning, online professional learning, and the use of authoring software for course development and/or Learning Management Systems.
4. Minimum 5 years of experience in managing a professional team, including the ability to lead, supervise and work collaboratively.
5. Highly developed conceptual, written and oral communication skills including the ability to write clearly and succinctly and distil complex information for a wide range of audiences.
6. Demonstrated successful project management including contribution to development, budget management, monitoring of work plans and reporting progress and achievements against required outcomes.
7. The ability to work collaboratively with a range of internal and external stakeholders.

### **Desirable**

1. Experience in the development and delivery of accredited vocational training through a Registered Training Organisation.
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. Proven capacity to collect, analyse and use both quantitative and qualitative data on sales and utilisation of products.

People with a disability, LGBTQI+ community members and Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply. ECA is strongly committed to Equal Employment Opportunities and workplace diversity.

## **General Conditions of Employment**

- The salary for this role is Level 5 of the ECA Enterprise Agreement. Salary packaging is available.
- The role is a full time (37.5 hours per week), 12-month fixed term contract.
- Infrequent out of hours work and interstate travel may be required.
- The position is based in our National Office at 16 Mildura St, Fyshwick ACT.
- A 6-month probationary period will apply. The position description and individual performance will be reviewed at the end of the probationary period then annually.