

## Position Description: Early Childhood Project Advisor

### Position Details

<b>Position</b>	Early Childhood Project Advisor
<b>Team</b>	School Services
<b>Reports to</b>	School Services Manager
<b>Direct reports</b>	Nil

### Position Summary

The key goals of the Early Childhood Project Advisor are to provide information and promote awareness of the Australian Early Childhood Census (AEDC) to our member schools to encourage participation from our sector. You will represent the independent school sector while regularly engaging with the Queensland Department of Education and other relevant organisations. You will also liaise closely with member schools operating Kindergarten Programs to provide professional learning, mentoring and administrative support for the Kindy Uplift program.

You will confidently engage and effectively communicate with government and a wide range of members including principals, business managers, heads of primary and early years, and early childhood staff.

### Relationships

<b>Key internal relationships</b>	Communications Team, Events Team
<b>Key external relationships</b>	Member Schools, Department of Education (Qld), Social Research Centre

### Responsibilities

The position is responsible for, but not limited to:

1. Promotion and delivery of information and assistance to member schools to promote increased utilisation and value of the Australian Early Development Census (AEDC) data
2. Planning and implementing a communications strategy to launch and follow up the AEDC with member schools
3. Engaging with the Department of Education in the lead up to the AEDC data collection and provide any required information on our schools
4. Developing and implementing strategies to increase the AEDC participation rate for independent schools
5. Undertaking intensive follow-up to ensure high levels of engagement and participation; run webinars or individual sessions to assist key school members in undertaking the AEDC
6. Developing AEDC case studies for publication



7. Working closely with kindergartens participating in the Kindy Uplift Program to develop and apply their Kindy Uplift Plans
8. Engaging in and facilitating Kindy Uplift Communities of Practice and other professional learning events
9. Follow-up and liaising with the Social Research Centre to obtain feedback and facilitate school use of AEDC data
10. Required to travel to visit our member schools.
11. Other duties as directed from time to time.

## Requirements

<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Teaching experience working with, or in, schools or early childhood services</li><li>• experience in providing industry services and an understanding of the needs of a service-orientated organisation.</li><li>• experience in delivering training/professional learning</li></ul>
<b>Qualifications and licenses</b>	<ul style="list-style-type: none"><li>• Degree level qualification or relevant experience in business administration, education or another relevant field.</li></ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"><li>• ability to manage and respond to a wide variety of member operational contexts.</li><li>• ability to work effectively in a cross-sectoral environment.</li><li>• ability to establish and maintain rapport with staff and leaders from member schools and external stakeholders.</li><li>• effective time management, organisational and communication skills.</li><li>• willingness to embrace new challenges and engage with new and changing information.</li></ul>

APPROVED BY: CEO

DATE: