Position Description – Consultant

Dept/Location	Award/Agreement & Classification	Report to	Direct Reports
Adult Learning Remote /Hybrid / Gowrie The Harbour or other locations as required	Award free GV Level 6	Program Manager	N/A

Scope

The purpose of the Consultant role is to continue to champion good early childhood education and care by working with organisations and individuals in the Early Childhood sector to improve their practice, pedagogy and outcomes for children and families.

To work as an integral member of the Adult Learning team to enhance and develop relationships with learners, services and organisations, other team members, Gowrie staff in other business units and external professional networks.

Responsibilities

Gowrie Victoria is a flexible learning organisation. As such, the following is a list of indicative responsibilities for this role:

- Consult to clients at both an organisational and individual level. This requires the consultant to provide high quality coaching which leads to quality outcomes.
- Develop a strong understanding of the context and identify what an individual or organisation is aiming to achieve.
- Analyse barriers, contextualised challenges, or potential areas for improvements
- Identify opportunities and provide advice and guidance on ways to move forward – both at a high level and be detailed and specific if needed.
- Provide advice on the implementation of action and managing change. Working with individuals and teams to gain commitment to change ensuring ongoing growth and development.
- Provide coaching and mentoring through the delivery of a variety of programs on behalf of Gowrie Victoria and the Department of Education. This includes but is not limited to Coaching through School Readiness Funding and Coaching for Returning Teachers and Educators
- Work in collaboration with Gowrie Victoria and the Department of Education on the successful delivery of the Early Years Learning Networks

- Design and deliver coaching and mentoring sessions for organisations, service leaders, teachers, and educators.

- Build strong connections and partnerships across the sector and contribute to high quality outcomes through shared learning and collaborative practice
- Use the GROWTH model to illustrate the effectiveness of managing the coaching process
- Design and deliver customised programs or other interventions; regularly update standard customised sessions to meet the current and emerging needs of the sector and ensure currency with emerging research.
- Determine effective ways to evaluate programs or other interventions and ensure collaboration throughout this process.
- Support continuous improvement across the adult learning function of the organisation. This includes providing insights and perspective to support the continuous improvement and increase the impact of Adult Learning programs and services
- Provide mentoring and support in pedagogy and practice across Gowrie Victoria's Early Learning Services, as determined by the Program Manager and Executive Manager, Early Learning.
- Maintain currency of skills and knowledge in the early childhood sector, which includes working in and supporting Gowrie Victoria Early Learning services as appropriate.
- Maintain relevant records, utilising the CRM as the source of truth.

This is not an exhaustive list of activities.

Relationships

Key Internal Relationships
- Program Manager, Adult Learning
- Executive Manager, Adult Learning
- Sales Coordinator
- Adult Learning team
- Early Learning Managers
- Executive team

Key External Relationships
- Educators, Teachers and Service Managers
- Organisations and Service Providers
- Professional Networks
- Contractual partners and organisations such as the Department of Education

Required Competencies and Attributes

Knowledge, Skills & Experience
Leadership and Influence

- Significant and current experience in the Early Childhood sector in a senior leadership role
- Demonstrated understanding of leadership in early childhood, with the ability to recognise the challenges faced by early years leaders, managers and service providers.
- Working knowledge of the regulatory and legislative environment for the Early Childhood sector, as well as an understanding of good practice and current developments in the sector
- Deep understanding of approved learning frameworks including Early Years Learning Framework and Framework for School Aged Care
- Skilled facilitator, mentor, and coach, able to work at individual, group and organisational level.
- Skilled consultant, able to effectively establish organisational needs and develop appropriate responses to address identified needs. Able to evaluate the effectiveness of interventions and programs.
- Ability to act as an example/ leader in the promotion of good adult learning across the ECEC sector.
- Ability to effectively liaise with a wide range of organisations and individuals.
- Ability to develop and deliver customised training to meet the needs of services and individuals.

- Demonstrated ability to support services, leaders, teachers and educators to achieve successful outcomes, taking into account flexibility and individual needs, organisational compliance and business requirements.
- Preparedness to travel with potential for overnight stays where required.

Processes and Systems

- Demonstrated ability to ensure work application, record keeping, and outcomes meet contract requirements and adhere to Gowrie Victoria policies, procedures and standards
- A demonstrated proactive approach to the development of new strategies and systems
- Ability to use record management systems (CRM) as required

Qualification, Certification and Training

Essential

- Completed a Bachelor of Early Childhood Education or other relevant field. Post graduate qualification preferred
- Demonstrated successful experience in coaching and consulting within the ECEC sector
- A breadth of pedagogical experience in a range of roles
- Networking / partnering skills
- Current Victorian Drivers Licence and car
- Current Working with Children Check
- Demonstrated high level written and oral communication skills

Desirable

- Use of a CRM (Client Relationship Management system)
- Certificate IV in Workplace Training and Assessment

Values Alignment

Gowrie Victoria's purpose is underpinned by our Values which guide us in our daily practice, decision making and actions. To be successful at Gowrie Victoria you must possess the following attributes:

- Demonstrate the flexibility to learn and grow;
- Invest time in building relationships;
- Consistently pursue higher standards;
- Cultivate a friendly and supportive environment.

Employee Acceptance

I <insert full name>,_____

of <insert residential address>_____,

accept this position description which is aligned to and in accordance with my employment agreement with Lady Gowrie Child Centre (Melbourne) Inc. I accept all items, tasks, content and responsibilities outlined within this position description.

_____

Employe Signature Print Name

Date: