

Regional Manager – Position Description

Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

The Regional Manager is responsible for regional leadership and direction to support provision of high-quality Early Childhood Education at centres. They will work collaboratively to ensure national consistency in service delivery, and to ensure all centres are supported to achieve in the most appropriate manner to their communities.

The Regional Manager is responsible for developing and implementing a Regional plan that supports achievement of the National Centre Support Strategy and for leadership and management of their regional support team.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

Regional Office

Reporting

The Regional Manager – reports to the National Support Manager.

Direct Reports

- Regional Support Lead
- Regional Funding Administrator
- Whānau Programme Lead



“Whānau tupu ngātahi – families growing together”

Key Relationships

- National Support Manager
- Regional employees
- Regional Managers
- National Service Centre team
- Centres/Playcentre Members
- Ministry of Education and other aligned organisations
- Māori Rōpū, iwi and other community groups

Key accountabilities	
Leadership	<ul style="list-style-type: none">• As a member of the Playcentre management team, takes a proactive leadership role to collaborate, drive and lead performance across all teams ensuring a strong centre focus.• Generates confidence and commitment, leading by example, demonstrating and modelling Playcentre values. Provides clear direction enabling others to perform to their optimum. Knows and respects their staff, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and persuade.• Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values.• Set objectives and drives results by delegating appropriately to the skills experience and workload of team members.• Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.• Supports the development of the regional budget. Manages regional expenditure ensuring effective, efficient and ethical use of financial resources. Reporting as required on variances.• Actively seeks to identify additional funding opportunities and leads the application process.• Manages key stakeholder relationships in region.

Role specific	<ul style="list-style-type: none"> • Leads the Regional team and establishes a culture that reinforces Playcentre’s values. • Determines, shapes, and implements the regional annual plan in alignment with national objectives, identify potential risks and mitigation strategies to deliver the work programme. • Ensures all centres and staff in the region provide good quality early childhood education, ensuring bicultural practice support is an integrated part of support provided to centres. • Leads dissemination of research and good practice information within region. • Promotes Playcentre in the community by actively networking and aligning with groups and leaders to achieve increased awareness and support for Playcentre. • Leads evaluation of regional performance. • Consistently applies sound management processes and practices to ensure Playcentre operates effectively and efficiently and meets compliance requirements. • Conversant with Playcentre policies and procedures and supports adherence to these within the region. • Leads / oversees regional improvement projects and regional implementation of national initiatives. • Works with the Pedagogical Lead, Whanau Programme Coordinator, Regional Support Lead to support learning development and plan availability of sufficiently qualified people at each centre. • Manages all situations regarding child protection concerns within the region. • Ensures that Health & Safety policies and procedures are adhered to within the Region and promotes focus on health and wellbeing for all employees. • Provides support for Risk Management within the region and leadership in the event of any Health & Safety Emergency or concerns in the region. • Consults with Human Resources and Regional Support Lead to resolve employment performance issues. • Leads / oversees resolution of issues or concerns raised by the Ministry of Education, Education Review Office, and Ministry of Health. • Meets budget targets. Ensure criteria of grant funding is adhered to. Review or create reports, identify trends as well as isolated events to support continuous improvement strategies.
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Bicultural partnership	<ul style="list-style-type: none"> • Displays a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori. • Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre. • Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. • Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.

Key competencies

Communication with influence	<ul style="list-style-type: none">• Earns respect through competence in role and acting with honesty and integrity.• Conveys and supports agreed messages with relevant examples, demonstrations and stories.• Solution focused.
Consultation & collaboration	<ul style="list-style-type: none">• Provides expert and valued advice to support stakeholders (internal and external) and build trust.• Draws on own knowledge and expertise to share relevant advice with stakeholders and colleagues.
Delivering results	<ul style="list-style-type: none">• Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification

<p>Skills and Attributes</p>	<ul style="list-style-type: none"> • Strong communication skills, both oral and written. • Experience of building effective relationships that influence others and build good practice. • Well-developed influencing skills to achieve successful outcomes that are owned by stakeholders. • Recognises the “big picture” in issues while also attending to detail. • Organised - Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Keeps abreast of Early Childhood Education good practice, trends and issues across the sector and related areas. • Highly motivated and a positive focus. • Enjoys working collaboratively. • Committed to Playcentre philosophy and values. • Promotes and protects Playcentre values and ensures they are embedded in day to day practices. • Flexibility to travel and work remotely as required from time to time. • Experience in leading, managing, and motivating teams. • Tertiary qualification in a related field is desirable. • Knowledge of Early Childhood Education legislation and licensing requirements and good practice. • Early Childhood Education / Playcentre experience or knowledge is desirable.
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