

## **Centre Advisor – Position Description**

### **New Zealand 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 Centre Advisor supports centres to seek continuous improvement through strategic and development planning to strengthen day to day practice in accordance with Playcentre philosophy and enabling satisfaction of Statutory obligations.

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

### **Place of Work**

Regionally based position

### **Reporting**

The Centre Advisor – reports to the Regional Support Lead.

### **Direct Reports**

Centre paid staff

### **Key Relationships**

- Playcentre Members
- Regional Support Lead
- Regional Funding Administrator
- Te Ao Māori Field Worker
- Whānau Programme Coordinators
- Education Administrator
- Regional Property Coordinator



*“Whānau tupu ngātahi – families growing together”*

<b>Key accountabilities</b>	
Role specific	<ul style="list-style-type: none"> <li>• Role model and encourage implementation of Playcentre philosophy and good practice in centres through building strong relationships and influencing.</li> <li>• Provide advice and support to centre leaders and centre members including but not limited to: <ul style="list-style-type: none"> <li>○ Playcentre philosophy, culture, language, and identity</li> <li>○ Curriculum, planning and design of sessions</li> <li>○ Evaluation and assessment</li> <li>○ Champion bicultural practice</li> <li>○ Centre financial management</li> <li>○ Health and Safety</li> <li>○ Member induction</li> <li>○ Decision making / conflict management / resolving problems</li> <li>○ Encouraging participating in Playcentre Education / PLD / National programmes</li> <li>○ Transition to school</li> <li>○ Office Bearer training</li> <li>○ Access to discretionary funding / emergency finding</li> </ul> </li> <li>• Ensure Discover data is accurately and promptly recorded to enable efficient access to bulk funding</li> <li>• Share research and good practice information</li> <li>• Lead preparation for Ministry or Education Review Office visits</li> <li>• Responsible for ensuring that day to day actions are carried out to support compliance with Statutory requirements.</li> <li>• Conducts Personal Appraisals with centre paid staff, including goal setting, supporting and monitoring progress, and completing annual reporting, consulting with the Centre President where appropriate.</li> <li>• Work with the Regional Support Lead to protect and promote the health of the centre.</li> <li>• Ensure accurate timesheets are filed by centre paid staff and approving to meet payroll deadlines.</li> </ul>
Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Displays a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori.</li> <li>• Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> <li>• Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> </ul>

Centre focused	<ul style="list-style-type: none"> <li>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.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>Complies with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>Complies with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Actively engages in promotion of Māori cultural values.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>Review or create reports, identify trends as well as isolated events.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Ability to establish trust and confidence of stakeholders.</li> <li>Honest, respectful and open in delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>Support the Playcentre community to find a common ground where necessary, and to propose viable solutions that meet individuals needs as well as the needs of the centre.</li> <li>Earns respect through competence in role and acting with honesty and integrity.</li> <li>Conveys and supports agreed messages with relevant examples, demonstrations and stories.</li> <li>Solution focused.</li> </ul>

<b>Key competencies</b>	
Consultation & collaboration	<ul style="list-style-type: none"> <li>• Provide sound advice to support stakeholders (internal and external) and build trust.</li> <li>• Accepts feedback openly and encourages open and honest dialogue within the centre.</li> <li>• Providing early intervention in minor disputes and encouraging resolution where necessary to ensure the best outcomes are achieved for all members.</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>• Ensure that work and information are complete and accurate.</li> <li>• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

<b>Person Specification</b>	
Skills and Attributes	<ul style="list-style-type: none"> <li>• Comfortable in a leadership role and displays honesty, discretion, sensitivity, self-discipline and resilience.</li> <li>• Good relationship management skills - proven ability to interact effectively and confidently with a range of stakeholders.</li> <li>• Well-developed influencing skills which support achievement of effective outcomes by/with stakeholders.</li> <li>• Strong communication skills, both oral and written.</li> <li>• Good attention to detail.</li> <li>• Can do attitude with a positive outlook.</li> <li>• Organised - excellent time management skills and ability to meet deadlines.</li> <li>• Flexibility to travel and work remotely as required from time to time.</li> <li>• Experience of building relationships that influence others and build good practice.</li> <li>• Experience of Playcentre or Early Childhood environment essential.</li> <li>• Understanding cooperative working environments and how to maximise efficiencies and allocate resources effectively.</li> <li>• Knowledge of Early Childhood Education legislation and licensing requirements.</li> <li>• Playcentre experience or knowledge is essential.</li> </ul>