

## **Kaimahi Support Lead – Position Description**

### **New Zealand Playcentre Aotearoa Vision/Mission:**

Whanau 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 Kaimahi Support Lead manages a team of Kaimahi.

The Kaimahi Support Lead is responsible for ensuring branches are meeting their legislative and regulatory compliance responsibilities (outside of Curriculum) in Playcentre branches assigned to them and provides leadership and support to the Kaimahi as they provide support and administration to centres.

This role will also oversee the monitoring of quality of delivery of our services in their assigned centres.

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

### **Place of Work**

Regional Office

### **Reporting**

The Kaimahi Support Lead – reports to the Regional Manager.

### **Direct Reports**

- Kaimahi



“Whānau tupu ngātahi – families growing together”

## Key Relationships

- MOE and ERO staff
- Centre/Playcentre whānau
- Playcentre Aotearoa Regional team

<b>Key accountabilities</b>	
Leadership	<ul style="list-style-type: none"><li>• As a Playcentre manager take a proactive leadership role with colleagues to collaborate and support performance across all teams ensuring a strong centre focus.</li><li>• 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.</li><li>• 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.</li><li>• Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.</li><li>• Support the Regional Manager to shape and implement the annual regional work programme.</li><li>• Manage and grow relationships with stakeholders.</li></ul>

<p>Role specific</p>	<ul style="list-style-type: none"> <li>• Participate in the development of regional planning. Support the Kaimahi to implement relevant actions in the regional annual plan and to identify potential risks.</li> <li>• Ensure Kaimahi are resourced to provide quality advice and support to their allocated centres.</li> <li>• Develop the skills of Kaimahi by identifying the need and providing support and training.</li> <li>• Work with Human Resources and Centre to resolve employment performance issues and conflict.</li> <li>• Apply sound management processes and practices to support Playcentre to operate effectively and efficiently to meet compliance requirements.</li> <li>• Monitor the compliance standards of centres and identify any additional support required for at risk centres. Create recovery plans to achieve optimum outcomes for centres in need in consultation with Regional leadership. Support the Kaimahi to implement changes.</li> <li>• Lead evaluation of compliance reporting and report on performance to inform the overview of Centre health in conjunction with Regional leadership.</li> <li>• Conversant with Playcentre policies and procedures and supports adherence to these within the region.</li> <li>• Support implementation of national initiatives and regional improvement projects as required.</li> <li>• Monitor situations regarding health and safety issues within the region in conjunction with Regional leadership.</li> <li>• Lead/support resolution of issues or concerns raised by the Ministry of Education, Education Review Office, Ministry of Health in conjunction with Regional leadership.</li> <li>• Oversee reporting and activity to ensure statutory compliance in conjunction with Regional leadership.</li> <li>• Manage timesheet approval of Kaimahi staff.</li> <li>• Responsible for recruitment of Kaimahi ensuring Playcentre Aotearoa policies and procedures are followed.</li> <li>• Responsible for appraisal of Kaimahi.</li> </ul>
<p>Bi-cultural partnership</p>	<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 biases 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, and 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 the delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <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>
Consultation & collaboration	<ul style="list-style-type: none"> <li>Provide expert and valued advice to support stakeholders (internal and external) and build trust</li> <li>Draw on own knowledge and expertise to provide relevant advice to stakeholders</li> </ul>

<b>Key competencies</b>	
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>• Ability to build effective relationships that influence others and build good practice.</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>• Recognises the “big picture” in issues and attends to detail.</li> <li>• Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.</li> <li>• Actively seeks to remain updated with Early Childhood Education legislation and regulations, trends and issues across the sector and related areas.</li> <li>• Enjoys working collaboratively.</li> <li>• Positive attitude and highly motivated with a strong customer focus.</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>• Tertiary qualification in a related field is preferred.</li> <li>• Expertise in Early Childhood Education legislation and licensing requirements.</li> <li>• Early Childhood Education / Playcentre experience or knowledge is essential.</li> </ul>