

APPLICATION PACKAGE

CRECHE ATTENDANT

Closing Date: 4:15pm, Friday 7 March 2025



Shire of Plantagenet
22-24 Lowood Road, Mount Barker WA 6324
PO Box 48, Mount Barker WA 6324
Telephone: (08) 9892 1111
Email: info@sop.wa.gov.au
Website: www.plantagenet.wa.gov.au

CONTENTS

Welcome to the Shire of Plantagenet

- A welcome from the CEO
- Our community
- Community demographics

Our Vision and Values

- Our Vision
- Our Mission
- Our Values

The Position

- Job advertisement
- Position Description
- Advantages of working at the Shire of Plantagenet

Information for Applicants

- Completing your application
- Submitting your application
- Closing date

WELCOME FROM THE CEO

Thank you for your interest in working at the Shire of Plantagenet.

This Candidate Information Pack provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.



Julian Murphy
CHIEF EXECUTIVE OFFICER

ABOUT OUR SHIRE

The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

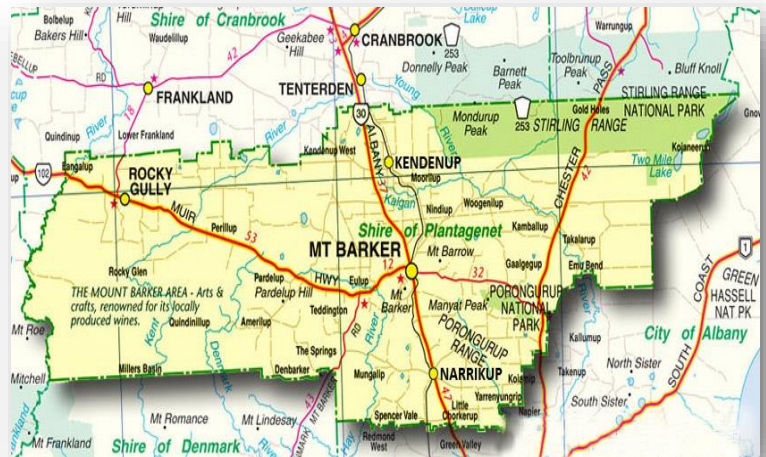
Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.





Our Vision

Plantagenet - building a sustainable and respectful community, where the environment is preserved, and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services, and infrastructure.

Our Values

- Integrity through honesty, ethical behaviour, and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.

Creche Attendant (Casual)

The Shire of Plantagenet is seeking a highly motivated, enthusiastic and caring person to work on a casual basis in the position of Crèche Attendant at the Mount Barker Recreation Centre.

The crèche operates Monday to Friday from 9.00am until 11.30am and the successful applicant will be responsible for providing the highest possible standards of care and safety to children under the supervision of the crèche.

Qualifications relating to childcare are desirable but not essential and applicants with demonstrated experience in the supervision of young children are encouraged to apply.

Salary: \$36.71 per hour (inclusive of casual loading)

For a copy of the Candidate Information Pack please visit the Shire's website, www.plantagenet.wa.gov.au or phone (08) 9892 1111.

Applications addressed to the undersigned, including a cover letter and resume, should be sent to hr@sop.wa.gov.au or mailed to PO Box 48, Mount Barker WA 6324.

Applications close at 4.15pm, Friday 7 March 2025.

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy
CHIEF EXECUTIVE OFFICER

POSITION TITLE	Crèche Attendant (Casual)
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DEPARTMENT	Community and Recreation Services
LOCATION	Mount Barker Recreation Centre
CLASSIFICATION	Level 2 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2022
DATE	22 January 2024

POSITION OBJECTIVE
Ensure the effective delivery of crèche services at the Mount Barker Recreation Centre and ensure the health, safety, and well-being of the children in the care of the crèche.

POSITION RELATIONSHIPS	
Executive Manager	Executive Manager Corporate and Community Services
Manager	Manager Community and Recreation Services
Supervisor	Recreation Services Coordinator
Position(s) Under Direct Supervision	Nil
Position(s) Under Indirect Supervision	Nil

KEY RESPONSIBILITIES	
1.	Provide the best possible standards of care and safety to children under the supervision of the crèche.
2.	Closely supervise all children in the crèche, ensuring all children are in direct line of sight at all times.
3.	Deliver a high level of customer service.
4.	Interact positively with children, parents and other Centre staff.
5.	Ensure the crèche environment and equipment is clean, safe and free from hazards.
6.	Set up of crèche prior to children's arrival and packing up after children leave.
7.	Ensure that all children are protected from any bullying, violence or harassment from other children.
8.	Ensure that any incidents or accidents are recorded in detail on an accident/incident report form and forwarded to the Recreation Services Coordinator.

9.	Assist other Centre staff members in planning and implementing the school holiday program.
10.	Keep the Recreation Services Coordinator fully informed of relevant developments and/or issues within the crèche.
11.	Provide basic administration and/or kiosk support at the Recreation Centre if required.
12.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
13.	Engage in emergency service activities when required as directed by the Manager Community and Recreation Services.
14.	Perform any other duties within the employee's skill group, qualifications and Council policy as directed by the Recreation Services Coordinator and/or Manager Community and Recreation Services.
15.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

SELECTION CRITERIA

Essential Requirements

- Mobility that will allow for the lifting and physical support of children.
- Good customer service and public relations skills.
- Good understanding of work practices and procedures relevant to childcare.
- Good verbal and written communication skills.
- Knowledge of Work Health & Safety policies and safe work practices.
- Able to work efficiently and effectively individually and in a team environment.
- Current Senior First Aid and CPR Certificate.
- Current Working with Children Check.
- Current National Police Clearance.
- Demonstrated experience in the supervision of children.

Desirable Attributes

- Previous experience in a similar role in a recreation/fitness centre environment.
- Current Western Australian 'C' Class Drivers Licence.
- Qualifications relating to childcare or teaching.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under general guidance from the Recreation Services Coordinator. Responsible for the supervision of children in the crèche.

Degree of control of activity is governed by:

Work practices

Standards

Procedures

Policies

Regulations and Acts

Problems at this level are generally of a routine nature and of a low to medium complexity with assistance readily available.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Occupational Safety and Health policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's OHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer focus by understanding needs, being proactive and responsive

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

Julian Murphy

4 December 2024

Signature

Name

Date

EMPLOYEE ACKNOWLEDGEMENT

Signature

Name

Date

INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself, a brief statement addressing the selection criteria and explaining why you are applying for this position (no more than 2 pages).

Resume (Curriculum Vitae) which includes:

- Personal details – name, address, and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your application:

Closing Date: 4.15pm, Friday 7 March 2025

Email: hr@sop.wa.gov.au

By Hand: Shire of Plantagenet – 22-24 Lowood Road, Mount Barker WA 6324

Attention: Natalie Broadbent, Coordinator People and Culture

Post: PO Box 48, Mount Barker WA 6324

CANVASSING OF ELECTED MEMEBERS WILL DISQUALIFY APPLICANTS