

## Manager Early Years Inclusion

<b>Team</b>	Early Years Inclusion
<b>Location</b>	State-wide
<b>Manager</b>	General Manager Inclusion

### Purpose

The purpose of this position as Manager Early Years Inclusion is to lead Autism Queensland (AQ) Early Years services, working collaboratively with internal and external stakeholders in the innovation, implementation, management and integration of consumer-driven, high quality early years inclusion services.

### Responsibilities

- Develop, maintain and disseminate current knowledge of legislation, standards and best practice in disability, education and early childhood sectors.
- Lead the Early Years Services team in the development and implementation of procedures to ensure effective and efficient management of daily operations.
- Manage and ensure service compliance with legislation, standards and practices and lead internal and external quality and safeguarding audits and enquiries.
- Establish and maintain effective communication and networks with relevant internal and external stakeholders to support successful service development and delivery of early years services
- Investigate and actively pursue service development opportunities, alternative funding, sponsorship and fee-for-service options to enhance AQ's service delivery.
- Champion and support change initiatives by fostering a culture of adaptability, aligning processes with evolving business goals, and maintaining continuity and performance during periods of organisational change.
- Develop and implement Early Years strategy and budgets, managing service performance, monitoring and reporting on progress and financial performance to meet accountabilities.

- Maintain accurate data and records, provide timely and informative reports as required by the Senior and Executive Leadership teams, relevant funding bodies and government departments to meet legislative requirements and contribute to preparation of new business tenders.

### Key Performance Indicators (KPIs)

- Service delivery and operations are consistent with AQ standards, policies and procedures
- Early Years services are delivered according to funding program agreement and budget, and evidence-based practices and effective evaluation processes are established
- Reports and input for service delivery, submissions and performance reports are of high standard and provided as required and on time
- Fee for Service programs and services are developed, expanded and delivered according to client demand, evidence-based practices and budget considerations
- New service development options are identified, raised with General Manager and pursued as required
- Strategy, business plans and budget are developed and delivered according to agreed timelines.
- Collection of required data, comprehensive management reports, funding body submissions and accountability reports are completed to a high standard and according to agreed timelines.
- Effective leadership, development and performance management of direct reports is evidenced by team performance, productivity and service outcomes.
- Professional internal and external working relationships are developed and maintained
- Demonstrated implementation and effective support of evidence-informed practice by the early years service team
- Compliance with Autism Queensland's policies and procedures including Workplace Health & Safety policies and procedures

## Requirements

### Qualifications:

- Tertiary qualification in Speech Pathology, Occupational Therapy, Psychology and/or Education.

### Experience:

- Leadership experience within the Disability and/or Special Education sector(s).

### Skills knowledge & capabilities:

- Demonstrated high level understanding of autism and child development, and best practice in supporting autistic children in early years settings.
- Highly effective interpersonal communication skills with proven ability to work collaboratively, and build effective relationships.
- Ability to work collaboratively, manage and develop a professional team
- Highly effective time management, organisation and computer skills, with proven ability to work autonomously
- Ability to develop, maintain and report on business plans, budgets and funding submissions.

### Additional requirements:

- Current registration or eligibility for registration with the relevant Professional Board or Association in Queensland
- Some out of normal hours work.
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available.
- NDIS Worker Screening Clearance and Blue Card (WWCC paid workers).
- Current open driver's license.
- Current, recognised Provide First Aid including Provide CPR qualification.
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You".

Last Reviewed

25/06/2025