

## **Level 5**

**This is an employee who has completed an AQF Level V Diploma in Children's Services or equivalent and is appointed as Assistant Director of a Service, FDC/OOSH/LDC Director or FDC Trainee Supervisor**

### **Indicative duties:**

- **Co - ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.**
- **Contribute, through the Director, to the development of the centre or service's policies.**
- **Co - ordinate centre or service operations including Occupational Health and Safety, program planning, staff training.**
- **Responsible for the day - to - day management of the centre or service in the temporary absence of the Director**
  - **Management and compliance with licensing and all statutory and quality assurance issues.**
  - **Generally supervise all employees within the service.**