

POSITION DESCRIPTION

CRES Policy Adviser

Community Wellbeing | Community & Sector Support

Position Snapshot

Position Title	CRES Policy Adviser
Reports to	Manager Community Wellbeing
Works alongside	Early Years Policy Lead Early Childhood Reform Lead Early Childhood Reform Policy Advisers
Employment type	Full-time / Fixed-term grant funded
Location	1 Nicholson St, East Melbourne
Direct reports	N/A
Delegations	Unless explicitly stated in the MAV CEO Delegation Instrument or related delegation frameworks, no delegations apply to this role.
PD current as at	9 September 2026

About the Role

The CRES Policy Adviser strengthens local government's role as a system steward in the early years reform environment. The role supports the MAV, councils, and the Department of Education in implementing, evolving, and integrating the Central Registration and Enrolment System (CRES) as core infrastructure for a more connected, equitable, and future-ready early years system.

CRES is a foundational platform for early years reform - enabling better visibility of demand, more equitable access, and stronger integration with Best Start Best Life, workforce initiatives, and local early years planning. This role helps councils navigate this evolving landscape, ensuring CRES is positioned as a future-fit system capability rather than a transactional process.

Through policy advice, research, project coordination and sector engagement, the Adviser helps build statewide consistency, improve data use, and support councils to design local systems that align with emerging early years reforms and future service models.

Reporting to the Manager Community Wellbeing and working closely with colleagues across the team, councils, the Department of Education and key sector partners, the role provides specialist policy insight, shapes CRES-related guidance, supports governance processes and coordinates project deliverables under the MAV-DE funding agreement. It also contributes to system-level intelligence that informs MAV's broader early years policy, advocacy and transformation agenda.

Sphere of Influence and Key Relationships

Reports to	Manager Community Wellbeing
Internal	• Community & Sector Support Director • Early Years Policy Lead • Early Childhood Reform Policy Lead • Maternal and Child Health Policy & Program Lead • Community Wellbeing Team • Community & Sector Support Directorate
External	• Department of Education • Member councils, including Human Services staff and Early Years Managers • Government and key peak early years organisations

Values Alignment: Be Courageous, Be Curious, Share Openly and Unlock Potential

Demonstrates the MAV values in everyday decisions, actions and interactions. Has honest and respectful conversations, takes ownership, seeks to understand different perspectives and remains open to feedback and new ways of working. Communicates and shares information openly and contributes to an environment where others can participate, learn, grow and contribute.

Key Responsibilities

Strategic Leadership	• Contribute to MAV's early years reform agenda by providing forward-looking policy advice on CRES and its integration with broader reforms. • Identify emerging system trends, risks and opportunities, informing MAV's advocacy and strategic positioning. • Build productive relationships with councils, DE and sector partners to strengthen system stewardship and shared learning.
Operational Delivery	• Coordinate delivery of all CRES-related project activities under the MAV-DE funding agreement, ensuring outputs meet quality and timeframe expectations. • Support councils with practical guidance on CRES implementation, governance, data use and local system design. • Develop tools, resources and communications that strengthen statewide consistency and capability.

Specialist Technical Function	• Provide specialist policy insight on CRES as a system capability, translating reform directions into actionable guidance for councils. • Analyse data, research and evidence to inform policy positions, sector advice and project reporting. • Contribute to the design and evolution of CRES practice models aligned with future early years system requirements.
Governance / Compliance	• Support governance processes associated with CRES implementation, including reporting, documentation and compliance with funding obligations. • Maintain accurate project records and ensure alignment with MAV policies and legislative requirements. • Contribute to the development and periodic review of governance frameworks, policy documents, and product or service terms within the function's scope.
Corporate / Shared Responsibilities	• Model MAV's values and behaviours in all interactions. • Represent MAV at sector forums, working groups and external engagements. • Comply with all MAV policies including Workplace Behaviours, Record Keeping, Procurement and Risk Management

Delegations & Decision-Making Authority

Unless explicitly stated in the MAV CEO Delegation Instrument or related delegation frameworks, no delegations apply to this role.

Strategic / Cultural Alignment

The CRES Policy Adviser advances MAV's commitment to local government system stewardship and the Future is Local transformation agenda by positioning CRES as a future-fit system capability. It equips councils with the intelligence, tools and support needed for place-based early years planning, stronger service integration and equitable access for Victorian families.

The role strengthens MAV's evidence-informed advocacy and sector leadership by generating system insights, supporting statewide consistency and helping councils navigate reform complexity with confidence, collaboration and clarity.

Success Measures

To be successful in the CRES project, the CRES Policy Adviser will need to demonstrate progress against the following measures:

Success Measure 1 - Functional Delivery / Portfolio Performance

- Deliver all MAV-DE grant deliverables on time and to a high standard, ensuring CRES implementation support, guidance materials, and sector resources strengthen statewide system consistency and improve councils' operational capability.
- Identify and progress system-level improvements that enhance interoperability, reduce duplication, or support councils to adopt future-fit operating models, demonstrating continuous improvement against grant objectives.

Success Measure 2 - Stakeholder Engagement / Collaboration

- Build strong, trust-based relationships with councils and DE that support shared problem-solving and collaborative delivery of MAV-DE grant activities, including structured engagement sessions and capability-building initiatives.
- Facilitate cross-council collaboration that surfaces system intelligence, strengthens consistent practice, and supports the grant's objective of statewide alignment in CRES implementation.
- Implement a stakeholder engagement approach that maps system actors, clarifies roles, and supports coherent communication across the early years ecosystem, directly contributing to MAV-DE deliverables relating to sector engagement.

Success Measure 3 - Strategic Initiatives / Projects

- Progress initiatives that improve system connectivity (e.g., data flows, governance arrangements, shared practice models) and position CRES as foundational infrastructure for early years reform, meeting MAV-DE expectations for system-level improvement.
- Identify emerging system risks or opportunities and provide evidence-informed advice that shapes MAV's strategic positioning and supports DE's understanding of statewide implementation trends.

Success Measure 4 - Governance / Compliance

- Meet all reporting obligations under the MAV-DE funding agreement.
- Maintain accurate project documentation and compliance with MAV policies.

Leadership Competencies, Personal Attributes and Selection Criteria

Key competencies

Systems Thinking:

Understands how CRES interacts with broader reforms and local government functions by recognising system interdependencies, anticipating emerging risks and opportunities, and translating complex dynamics into practical, future-focused guidance for councils.

Stakeholder Engagement

Builds trusted, strategic relationships across State and Local Government by engaging confidently with diverse stakeholders, facilitating shared problem-solving, and supporting coherent communication across the early years system.

Policy Analysis

Synthesises evidence, data and system intelligence into clear, actionable advice by interpreting reform directions and operational realities and producing guidance that strengthens statewide consistency and supports future-ready system design

Project Coordination

Delivers high-quality project outcomes aligned with MAV-DE grant deliverables by independently managing priorities, timelines, documentation and reporting, coordinating activities in a dynamic environment, and using insights to drive continuous system improvement.

	Self-Management & Collaborative Stewardship Demonstrates strong self-management, initiative and accountability by working autonomously with clarity and purpose while actively contributing to team-based system stewardship, shared learning and collective problem-solving across the early years system. Adaptive Practice in Complex Environments Operates confidently in a dynamic, time-critical and politically sensitive environment by anticipating emerging issues, adapting quickly to change, and maintaining clarity and focus when navigating system complexity and reform pressures.
Qualifications	• Tertiary qualifications in early childhood, social sciences, public policy, local government, project management or a related field (desirable). • Relevant professional development in project management or systems reform (desirable). • Valid Working With Children's Check required.
Experience	• Experience in early childhood policy, local government, community services or reform implementation. • Experience working in complex reform environments and translating emerging policy directions into practical guidance. • Demonstrated capability in contemporary project management, project coordination and engaging confidently with senior stakeholders across government and the sector. • Experience analysing data, research or evidence to inform policy advice.
Specialist skills and knowledge	• Understanding of Victorian early years reforms and local government's role. • Knowledge of CRES or similar system-level service coordination models. • Strong policy analysis, research, systems thinking and problem-solving skills. • Ability to communicate complex policy and system information clearly and work collaboratively across teams, councils and sector partners.

Pre-employment Requirements

- National Police Check
- Valid Working With Children's Check
- Verification of qualifications

Shared Organisational Responsibilities

Safe workplace	Undertake all responsibilities in line with the MAV's OHS policies, procedures, and training, including following reasonable instruction, cooperating with the employer, and taking reasonable care for the safety of others.
Policies and procedures	Undertake responsibilities in line with all the MAV policies, including Workplace Behaviours, Record Keeping, Procurement, Staff Management, and Community Engagement.
Legislative framework	Complete all responsibilities in line with relevant legislation applicable to this role and unit. Identify, monitor, and review applicable legislation, standards, and codes of practice.
Risk management	Adopt a proactive risk management approach to all the MAV's activities within the unit's scope. Foster a culture where risk management is a personal responsibility at every level.

People & Capability – Internal Use Only

- Position Number(s): TBC
- PD Current as at: September 2026