



POSITION DESCRIPTION	
Part 1 - Expectations	Leadership – No direct reports
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,500 paid employees and over 200 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>

each

Leadership Expectations

The Leadership position is an integral member of the Leadership team who works with their Directorate, the EACH Executive Team and other key stakeholders to deliver the Vision and Strategic objectives of EACH.

A key focus of these positions is to work collaboratively with other Directorates to collectively understand the future developing needs of the business and ensure their Directorate can effectively support the broader business functions and operations. They are responsible for ensuring their area of responsibility is meeting KPI's, is financially sustainable and is operating effectively, in line with EACH's values.

It is expected that all leaders consistently demonstrate strong leadership capability, model EACH's values and behaviours and ensures EACH's culture is inclusive, safe, and engaging.

Leadership Responsibilities

An EACH Leader is responsible for:

- Supporting the delivery of the EACH Strategic Plan - relevant to EACH and their allocated area of responsibility.
- Contributing to EACH's financial sustainability plan and decisions.
- Modelling and supporting continuous improvement, learning and development.
- Promoting staff health, safety and wellbeing within the Directorate to ensure high standards of health, safety, and wellbeing of all employees.
- Maintaining and contributing to a safe and inclusive organisation where our people are proud to work, feel safe and empowered.
- Ensuring sound operations through effective leadership and management.
- Working within a framework of effective and sensible controls to ensure key risks are assessed and managed.
- Fostering a climate of innovation, strategic thinking, collaboration and continuous improvement
- Fostering a sense of common purpose and connecting people to the organisation and its vision.
- Ensuring systems and processes relevant to their area support the broader EACH business and key stakeholders.
- Ensuring compliance across the Directorate with regards to legislations, mandatory compliance, funding requirements and EACH's policies.
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.



Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As a Manager you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.

EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Strong leadership capability that aligns to EACH's value and behaviours including a demonstrated track record in modelling and reinforcing organisational values and behaviours.



- Demonstrated ability to drive a safe and inclusive culture ensuring that social, psychological, cultural, and physical safety and wellbeing is a priority.
- Demonstrated success in bringing people and teams together to encourage connections, collaborations, and partnerships.
- Demonstrated ability to deliver on and take responsibility for strategic objectives and measure progress and impact.
- Confidence engaging and briefing relevant stakeholders as required.

Desirable Experience, Knowledge, and Qualifications

- Demonstrated experience at a Leadership Level in related area of expertise.
- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a leadership Team and in demonstrating strong leadership behaviours.
- Appreciation and understanding of the Not-For-Profit sector and Health services preferred.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all leadership roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.
- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in



background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.

- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 – Addendum Coordinator: This document explains the work of the Second in Charge – Childcare and the outputs they will need to deliver

Position:	Second in Charge – Childcare
Directorate / Service / Program:	Child, Youth and Family Wellbeing
Industrial Instrument Name:	Professional Childcare Standards 2018
Instrument Classification:	Level 5.1 – 5.5
Reports to:	Tracey Matthews
Effective Date:	April 2024

Key Deliverables

- Assist the Childcare centre manager in effective leadership and management of EACH Child
- Ensure Centre's compliance, administrative and system practices, processes, policies, procedures and guidelines are in accordance with the National Quality Standard (NQS), the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010 and reflect the philosophy, policies and procedures of the service are maintained at all times.
- Lead the team to develop innovative, proactive programming and evaluation strategies.
- Actively and consistently support educators to ensure the program is developmentally appropriate, responsive to individual needs.
- Encourage and support educators to be informed about current trends and developments in Early Childhood Education.
- Assist and guide educators to support the inclusion of all children within the program such as children from CALD backgrounds, children with additional needs and
- Aboriginal and Torres Strait Islander communities.
- Establish systems across the centre to ensure there is a continuity of learning when children move rooms and transition to school.
- Promote the health and safety of all staff and children.
- Maintain partnerships with families, stakeholders and the wider community.
- Attends and actively participates in all staff meetings and professional development days.
- Encourage educators to attend Professional Development.

Qualifications and skills

- Qualifications
 - Bachelor of Early Childhood or Diploma-level early childhood qualification (as approved by ACECQA)
 - Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced



- Current CPR, Asthma/ Anaphylaxis and HLTAID009 – Provide an Emergency First Aid Response in an Education and Care Setting Certificate.
- Food Safety Supervisor or Food Handlers Certificate (preferred)
- Experience
 - Experience in administration (or similar role).
 - Demonstrated experience in an Education and Care setting working within strength based and family centred approach.
 - Previous experience as Second in Charge and Educational Leader role.
 - Minimum 5 years' experience in Long Day Care
 - Working knowledge of NQF, NQS, VEYLDF, Law/ Regulations, National Principles for Child Safe Organisations and MARAM Framework and Information Sharing Schemes
 - Proven ability to assist in the management, coordination and delegation of roles and responsibilities to staff.
 - Demonstrates an understanding of, and displays behaviours in line with EACH's Code of Conduct and Early Childhood Association Code of Ethics
- Attributes and Skills
 - Proven ability to work in a team.
 - Proven ability to lead and mentor educators
 - Excellent written and verbal communication
 - Proficiency in use of IT for communication, report writing, planning and data reporting.
 - Is professional & respectful at all times
 - Proven ability to lead and mentor educators
 - Excellent initiative, resourcefulness and effective time management skills
 - contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for all stakeholders
 - Is curious, reflective and open to continuous learning and new ways of working
 - Demonstrates an understanding of, and displays behaviours in line with EACH's Code of Conduct and Early Childhood Association Code of Ethics

Physical Requirements:

Regular bending, lifting, squatting, pushing, and pulling.