



POSITION DESCRIPTION	
Part 1 - Expectations	Leadership - 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 1,700 paid employees and over 250 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>



## Leadership Expectations

This 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:

- Delivery of the EACH Strategic Plan - relevant to EACH and their allocated area of responsibility.
- Contributing to EACH's financial sustainability plan and decisions.
- Creating high performing teams that are flexible, adaptable, collaborative, capable, and consistently demonstrates EACH's leadership performance and behavioural standards and values. They also ensure these expectations flow through their teams and leaders within their team are also modelling these behaviours.
- 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 leader 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 attract, retain and develop a diverse, inclusive, and high performing workforce where people feel a sense of belonging, empowerment and connection to their role.
- 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 would be well-regarded.

#### 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



## Addendum Learning and Development Manager

This addendum outlines the specific deliverables pertaining to the Directorate assigned as per the Learning and Development Manager Position Description

<b>Position:</b>	<b>Learning and Development Manager</b>
<b>Directorate / Service / Program:</b>	<b>Organisational Enablement (OE) Directorate/ Human Resources (HR) Team</b>
<b>Industrial Instrument Name:</b>	<b>Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022) (HSUA 1&amp;5 EA)</b>
<b>Instrument Classification:</b>	<b>Grade 7</b>
<b>Reports to:</b>	<b>Director – Human Resources</b>
<b>Effective Date:</b>	<b>April 2024</b>

### About the Learning and Development Manager Role

The Learning and Development Manager supports Leaders, Subject Matter Experts (SME's) and the organisation in the development, defining, implementation, embedding and evolution of learning and development strategies, approaches and culture across EACH, aligned to and in support of current and future organisational and sector strategies, plans and reforms.

Working within a distributed model of learning, the role collaborates closely with a range of key stakeholders to support and facilitate thinking and champion a more strategic, effective, responsive, realistic, and integrated approach across the organisation.

The role also oversees the Learning and Development team offering services to the organisation in the areas of learning solutions, learning systems and learning coordination.

### Key Deliverables

- In collaboration with relevant leaders and SME's, facilitate the development and implementation of the organisation's learning and development strategy and associated policies and frameworks to enable the organisation to deliver on its strategic commitments and meet current and future capability needs.



- Facilitate and champion initiatives, mindsets and approaches that embed a culture of continuous reflection, learning, sharing, growth and development across the organisation.
- Support and guide leaders to holistically, purposefully and consistently plan for, prioritise and support the growth and development of their people. Develop and progress leaders' knowledge around good practice in the areas of learning and professional development.
- Partner with people leaders, clinical leaders and the Service Design, ODC and the HR teams to design and develop strategic and holistic approaches to learning, growth, reflection and development, responsive to the EACH culture and operating environment.
- Support the HR Director and the broader HR team in the design and planning of upskilling initiatives for leaders to enable them to better undertake and deliver on their people, culture, safety, and wellbeing responsibilities.
- Support leaders and SME's to develop and undertake effective needs identification/analysis and to prioritise resources and actions in line with organisational priorities and identified needs/risks.
- Support SME's and leaders to holistically plan for and respond to sector, legislative and reform changes that require upskilling of the EACH workforce.
- Support and progress deliverables and commitments around capability and learning identified in key organisational strategies (e.g. I&D Plan, RAP and other operational strategies/plans)
- Oversee the mandatory learning requirements and expectations for the organisation.
- Lead the Learning and Development team and its work.

## **Qualifications and Skills**

- Tertiary qualifications in a relevant field and/or equivalent experience.
- Significant and demonstrable experience contributing to and leading the design, development and implementation of Learning and Development strategies, functions, initiatives, and projects.
- Demonstrable experience working effectively and collaboratively with a range of leadership stakeholders to develop, deliver and embed learning and development strategies and enable cultures of learning, reflection and growth.
- Ability to develop highly effective and collaborative working relationships.
- Proven ability to analyse a range of quantitative and qualitative information to develop strategies, plans and solutions that meet stakeholder and organisational requirements.
- Clear, concise and influential written and verbal communication skills.
- Creative, resourceful and realistic with a human centered and solutions focused attitude.
- Demonstrable experience leading and managing others – both functional and cross functional teams.



- Strong IT skills and systems navigation experience.
- Professional integrity to hold and maintain confidentiality and sensitive information.
- Ability to work autonomously and as part of a larger team, prioritising and organising own and others work effectively in a competing environment.
- Experience working in a large or complex organisation will be well regarded.
- Experience in and an understanding of, the not for profit and/or health sectors will be well regarded.