

**POSITION DESCRIPTION - Senior Project Manager Reform, Integration and Development****Part 1 – Expectations for Your Role**

Position	Senior Project Manager Reform, Integration and Development
Service / Program	Mental Health and Alcohol and Other Drugs
Industrial Instrument	Each Agreement
Instrument Classification	Support Services Level 6
Reports to	Program Director – Mental Health and Alcohol and Other Drugs
Effective Date	September 2026

Role Purpose

This position provides dedicated project leadership and establishes clear ownership, governance, and progression of projects within the program's control. This role is also responsive to escalating matters requiring broader authority or organisational support to the Program Director or Executive Director.

Success will be demonstrated through disciplined mobilisation, visible progress, resolved or escalated barriers, documented decisions and a practical handover that enables the work to continue.

Key Deliverables**Project Leadership and Delivery Assurance:**

- Confirm scope, outcomes, ownership, dependencies, decision points and realistic milestones for the agreed priority portfolio.
- Develop and maintain proportionate project plans, timelines, budgets, risk controls, action logs and decision records.
- Coordinate cross-functional contributors and maintain a clear view of status, risks, dependencies and support required.
- Provide concise progress reporting to the Program Director and relevant governance groups.
- Identify delivery and financial risks early and implement or recommend appropriate mitigation.

Priority Portfolio:

The final portfolio will be confirmed with the Program Director at commencement. The role will restart, coordinate and advance the following workplan priorities, recognising that some matters may require escalation rather than completion.

- Student placement model – re-establish ownership and governance, confirm barriers and next actions, and progress placement capacity across MH&AOD services where feasible.
- Clinical Governance Framework – coordinate the next phase, progress agreed actions and prepare unresolved decisions for senior direction.
- IAR Level 4 service governance – consolidate current work, identify priority gaps and advance actions within the program's control.
- MH&AOD value proposition – restart review and stakeholder testing, progress refinements and prepare decisions for Strategy or Executive consideration.
- Tender, partnership and growth readiness – clarify roles, subject-matter-expert input and external messaging, and develop practical readiness resources.
- Digital, data and service innovation – coordinate MH&AOD requirements and dependencies for initiatives including Heidi, Innowell, dashboards and Single EMR, and escalate blocked decisions.



- Emergency management and business continuity – review readiness early in the appointment, with particular attention to spring and summer extreme-weather risks, service disruption and local response arrangements; identify priority gaps, owners, immediate actions, escalation needs and testing requirements.

Stakeholder Engagement and Escalation:

- Build and maintain effective working relationships with program leaders, operational teams, subject-matter experts, enabling functions, funders and external partners.
- Prepare clear briefs that set out the issue, available evidence, options, risk, recommendation and decision required.
- Escalate unresolved barriers promptly to the Program Director or Executive Director rather than allowing work to stall.

Operational Continuity:

- At the Program Director's direction, provide short-term coverage for a Program Stream Manager or Service Manager absence where required to protect service continuity.
- Maintain service quality, staff safety, compliance and customer care during any approved operational assignment.
- Balance contingency operational coverage against the agreed project portfolio and clearly report any impact on delivery priorities.

Mobilisation Reporting and Handover:

- Within the first three weeks, validate the priority portfolio, sequence the work and agree reporting and escalation arrangements with the Program Director.
- Provide regular, concise reporting on progress, risk, decisions and support required.
- At the end of the appointment, provide an evidence-based handover for every priority, including status, completed actions, open risks, decisions, owners and the next 90-day pathway.

Decision Authority and Scope Boundaries:

- Act within approved delegations, budgets, policies, project terms of reference and directions from the Program Director.
- Recommend changes to scope, sequencing, resourcing and governance, obtaining approval where required.
- Do not commit Each to unapproved expenditure, contractual obligations, workforce changes or material service changes.
- Escalate matters requiring enterprise investment, cross-Directorate agreement, Executive approval or acceptance of material clinical, operational, financial or reputational risk.

Skills

- Strong project and program management skills, including planning, prioritisation, risk management, governance, reporting and delivery assurance.
- Ability to mobilise stalled or ambiguous work, establish clarity and maintain momentum across competing priorities.
- Sound judgement about what can be resolved within the program and what requires timely escalation.
- Highly developed stakeholder engagement, facilitation, negotiation, written communication and executive briefing skills.
- Ability to work independently, collaborate across Directorates and influence outcomes without relying on direct authority.
- Ability to move confidently between strategic project work and short-term operational leadership.
- Commitment to person-centred practice, cultural safety, trauma-informed care, inclusion and Each's values and behaviours.



Experience and Knowledge

- Extensive experience in a senior management or senior project leadership experience, across mental health and alcohol and other drugs services.
- Demonstrated success leading complex, cross-functional reform, integration, service-development or continuous-improvement work.
- Experience in clinical mental health, alcohol and other drugs, lived experience or psychosocial support service delivery.
- Experience in contract, budget, risk, workforce and stakeholder management.
- Sound understanding of the policy and funding environment for mental health and alcohol and other drugs services.
- Experience temporarily managing services or senior operational functions while maintaining quality, safety and continuity.

Qualification/Registrations/Licences

- Bachelor's degree in health services management, business, management or a related discipline.
- Postgraduate qualification in a relevant field is highly desirable.
- Current state-based driver's licence.

Physical Requirements

- **Office environment:** ability to undertake computer-based work and use standard office equipment for extended periods.
- **Communication:** ability to read documents and communicate effectively in person and by telephone or video conference.
- **Office mobility:** ability to move around the workplace and attend meetings.
- **Light lifting:** ability to carry ordinary work items such as a laptop or office supplies, generally up to 5 kg.
- **Travel:** ability to travel between Each locations when required.
- **Working Hours:** occasional work outside ordinary business hours may be required.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Leader (Without Direct Reports)

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Leader Expectations

This leadership role is a key member of the Leadership team, collaborating with their Directorate, the Executive Team, and stakeholders to achieve Each's vision and strategic objectives. This role focuses on working across Directorates to address the business's evolving needs, ensuring effective support for broader operations. Leaders are responsible for meeting KPIs, maintaining financial sustainability, and ensuring operations align with Each's values. All leaders are expected to demonstrate strong leadership, model Each's values and behaviours, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Supporting the Each Strategic Plan and financial sustainability.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive, and empowering workplace.
- Leading effective operations and managing risks.
- Fostering innovation, collaboration, and alignment with the organization's vision.
- Ensuring compliance with policies, legislation, and funding requirements.
- Modelling leadership behaviours that reflect Each's values and acting as an ambassador.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected,



valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Strong leadership aligned with Each's values and behavioural standards.
- Proven ability to attract, develop, and retain a diverse, high-performing workforce.
- Commitment to fostering a safe, inclusive culture prioritizing wellbeing.
- Success in building teams, driving collaboration, and achieving strategic goals.
- Confident in engaging and briefing stakeholders.

Desirable Experience, Knowledge, and Qualifications

- Leadership experience in a relevant field.
- Tertiary qualifications in a relevant discipline.
- Collaborative experience within a leadership team.
- Understanding of the Not-For-Profit sector and Health services.

Mandatory Compliance

- 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
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework. (VIC Only)
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.