



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>



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

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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: This document explains the work of the Senior Project Manager and the outputs they will need to deliver

Position:	Senior Project Manager Integration and Development
Directorate / Service / Program:	Mental Health and Alcohol and Other Drugs AOD
Industrial Instrument Name:	HSUA 1 and 5
Instrument Classification:	Grade 6 or 7 Dependent on experience
Reports to:	Program Director – Mental Health and Alcohol and Other Drugs
Effective Date:	August 2024

About the Service

EACH have always been passionate about Mental Health and Alcohol and Other Drugs (MHAOD) support for community members, demonstrated by the many and varied MHAOD programs across the organization for more than 40 years. The Mental Health and AOD directorate is a recently created Program in EACH, created from the 2023 organizational restructure. The purpose of this restructuring is to better align similar type services to enhance service quality, consistency and effectively across the Program. EACH's Mental Health and Alcohol and Other Drugs Program currently consists of a broad range of services that includes youth mental health, adult mental health, alcohol and other drugs and is the lead agency for two large mental health and alcohol and other drugs consortia geographically located services in NSW and QLD.

Position Summary

The Senior Project Manager is a pivotal role within the Mental Health, Alcohol and Other Drugs (MHAOD) program at EACH. This newly created position is designed to work closely with the MHAOD senior leadership, program staff, and other team members across the organization to deliver on the vision and strategic objectives of EACH.

Key Deliverables

Project Leadership:

- Lead and manage key projects within the MHAOD program, ensuring alignment with EACH's strategic goals.
- Develop project plans, timelines, and budgets, and ensure projects are delivered on time and within scope.
- Coordinate and collaborate with cross-functional teams to ensure successful project execution.



Workforce Development:

- Spearhead workforce development initiatives to enhance the skills and capabilities of the MHAOD team.
- Identify training needs and opportunities for professional growth within the program.

Service Management:

- Temporarily manage services for other senior managers as needed, ensuring continuity and quality of care.
- Assist in the establishment of new services and programs within the MHAOD scope.

Stakeholder Engagement:

- Build and maintain strong relationships with internal and external stakeholders.
- Communicate project updates, progress, and outcomes to relevant parties.

Continuous Improvement:

- Identify areas for improvement within the program and implement strategies to enhance service delivery.
- Monitor and evaluate project outcomes to ensure continuous improvement and best practices.

Additional Duties:

- Undertake other duties as directed by the Program Director to support the overall success of the MHAOD program.
- Willingness to work occasionally outside business hours.

Experience and Knowledge

- At least 5 years in senior management, preferably in a range of mental health and/or alcohol and other drugs services.
- Experience in service delivery for clinical mental health, Alcohol and other Drugs, lived experience or psychosocial support is highly desirable.
- Experience in contract and risk management.
- Understanding of the policy and funding environment of mental health and AoD services.
- Commitment to delivering a person-centred approach that values identity, diverse backgrounds, and life experiences.
- Strong understanding and commitment to cultural safety and trauma-informed care.
- Experience in driving and leading change across services through project management

Qualifications

- Bachelor's degree in health management services or equivalent, business, management, or related fields (e.g., social work, occupational therapy, nursing, community services, health) and/or relevant experience.
- Completion of a Criminal History Check and Employee Working With Children Check (or state equivalent) prior to commencement and as required by legislation and policy during employment, with a duty to disclose relevant information arising after employment.
- Current state-based driver's license.
- Post graduate qualifications in relevant field would be highly desirable

Physical Requirements:

- Able to sit at a computer for 6 – 8 hours per day
- Ability to travel between EACH locations