

**POSITION DESCRIPTION – Executive Director - Strategic Growth and Engagement****Part 1 – Expectations for Your Role**

Position	Executive Director - Strategic Growth and Engagement
Service / Program	Strategy, Growth and Engagement
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Support Services Grade 9
Reports to	Chief Executive Officer (CEO)
Effective Date	February 2026

The Executive Director - Strategic Growth and Engagement is a member of the Executive Team, responsible for driving sustainable organisational growth through business development, innovation, strategic partnerships and market expansion.

The role leads the identification, design and execution of new revenue streams, service models and partnership and innovation opportunities, ensuring alignment with Each’s purpose, values, capabilities and long-term strategic objectives. It is a market facing opportunity-driven role that works to build trust, confidence and affiliation among customers whilst translating sector insight, funding intelligence and emerging needs into scalable, high-impact growth initiatives.

Working collaboratively across the organisation and with external stakeholders, the Executive Director builds a strong and investable growth pipelines, strengthens Each’s market position, reputation and ensures innovation is embedded into how the organisation, designs, delivers and evolves services.

The role also retains oversight of the Communications and Engagement team ensuring appropriate internal and external stakeholder communication and engagement, impactful advocacy and successful marketing.

Key Deliverables

- Lead the organisation’s growth and business development agenda, overseeing the full lifecycle from opportunity identification and concept development through to tender response, negotiation, contracting and implementation.
- Establish and maintain a robust, prioritised pipeline of growth opportunities across government funding, commissioned services, partnerships, advocacy led initiatives and new markets.
- Identify, assess and pursue strategic partnerships, alliances and mergers and acquisitions that enable Each to expand into new geographies or service areas, while safeguarding organisational reputation, brand integrity and values.
- Strengthen organisational sustainability by identifying commercial opportunities, diversification strategies and innovative funding models, informed by deep understanding of the sector’s policy and funding environment.



- Lead the development, testing and scaling of new service models, pilots and innovations, ensuring initiatives are evidence-based, informed by data and customer insight, and supported by clear outcome and impact measurement.
- Drive enterprise-wide transformation initiatives, including organisational design, innovation and change management, to support sustainable growth, service excellence and long-term capability.
- Establish and embed standardised, scalable and replicable approaches to business planning, performance and outcome measurement, project and change management, and audience-specific reporting.
- Build and strengthen Each's sector leadership, reputation and external influence by shaping the organisation's narrative, leading public conversations on systemic issues, advocating for policy reform, and leveraging advocacy to extend organisational reach and impact.
- Represent Each externally, building and maintaining influential relationships with government, funders, partners and the broader sector to advance the organisation's mission and strategic priorities.
- Foster a culture of innovation, collaboration and continuous improvement that reflects Each's values and supports transformational change.
- Work collaboratively with the Executive Team to ensure strong communication, cultural alignment and integrity during periods of organisational change.
- Ensure effective governance, operational excellence and delivery through strong leadership and management of direct reports and their teams.
- Use data, evidence and insights to inform decision-making, monitor organisational performance, capture learnings and drive continuous improvement across all areas of accountability.

Skills:

- **Innovation and Growth:** Strong capability in identifying and delivering strategic growth opportunities, with a focus on measurable impact and alignment to organisational capacity.
- **Strategic Leadership:** Proven executive experience in large, complex health and community services organisations, with the ability to shape and deliver long-term strategy aligned to Each's values and culture.
- **Engagement and Change:** Demonstrated success in leading organisational transformation, including design, process improvement, and change management initiatives.
- **Workforce and Culture:** Skilled in building inclusive, high-performing teams that foster belonging, wellbeing, and continuous improvement.
- **Sector Expertise:** Deep understanding of funding models, service delivery requirements, and stakeholder engagement within the health and community services sector.
- **Advocacy and Influence:** Experienced in representing the organisation externally, building strategic partnerships, and influencing diverse audiences including government and sector leaders.
- **Data-Informed Decision Making:** Proficient in using data and insights to guide strategic decisions and drive performance improvement.

Experience and Knowledge

- A minimum of five (5) years' experience at an in a Leadership position at Executive Level.
- Demonstrated success in working collaboratively in an Executive Team and in demonstrating Executive Leadership behaviours to improve culture and capability.
- Ability to develop, influence and lead strategy in a collaborative manner.



- Ability to build, maintain and leverage strong collaborative business relationships for the benefit of the organisation.
- Exceptional verbal and written communication skills with the ability to communicate with influence, expressing ideas and concepts clearly and effectively.
- Ability to be agile and flexible in approach with a continuous improvement mindset.
- Appreciation and understanding of the not-for-profit sector and health services preferred.
- Extensive experience in the development of funding proposals in the Health and Community Services sector.
- Understanding of the Health and Community Services sector in Australia and how services are structured and contracted.
- Experience in Health and Community Services sector stakeholder engagement.
- Success in building partnerships and alliances to achieve growth.

Qualifications

- Educated to degree level, with qualifications relevant to management, corporate and strategic transformations (including strategy development). Under-graduate degree to relevant discipline.

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations and as 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 - Executive Director

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.

Executive Director Expectations

The Executive Director is a key member of Each's Executive Team, reporting directly to the Chief Executive Officer (CEO). Working collaboratively with other Executive Directors, their Directorate, and key stakeholders, the Executive Director plays a pivotal role in designing and delivering Each's vision, strategy, and organisational priorities.

They are accountable for ensuring their Directorate operates efficiently, achieves key performance indicators, remains financially sustainable, complies with legislation, and reflects Each's values and culture.

All Executive Directors are expected to demonstrate strong, values-based leadership that fosters a safe, inclusive, and engaging workplace culture.

Director Responsibilities

1. Strategic and Organisational Leadership

- Contribute to the development and delivery of Each's strategic plan, ensuring alignment with organisational goals and community needs.
- Model exemplary leadership (in line with Each's behavioural standards) and decision-making, embodying Each's values and representing the organisation with integrity and professionalism.
- Collaborate across the Executive Team to anticipate future needs and position Each for long-term sustainability and growth.

2. Directorate Management and Operational Excellence

- Lead all aspects of Directorate operations, ensuring services are efficient, effective, and aligned with Each's strategic priorities.
- Optimise systems, processes, and resources to enhance service delivery, and operational performance and support organisational strategic goals and objectives.
- Drive continuous improvement and innovation across programs and functions.

3. Financial Sustainability and Risk Management

- Develop and manage Directorate budgets to ensure financial accountability and sustainability.
- Contribute to Each's broader financial planning, resource allocation, and revenue generation strategies.
- Identify and manage/mitigate risks, ensuring compliance with legal, regulatory, and ethical standards.

4. People and Culture Leadership

- Lead, develop, and inspire a high-performing team that reflects Each's values and culture.



- Foster an inclusive, safe, and empowering workplace where people feel valued and supported to grow.
- Promote collaboration, capability building, and strong communication across teams and functions.

5. Organisational Culture and Inclusion:

- Maintain and contribute to a safe and inclusive organisation where employees feel valued, respected, and empowered to contribute to Each’s mission and vision.
- Drive, Fairness, Accessibility and Inclusion initiatives across Each and Directorates that foster a culture of safety and belonging.

6. External Engagement and Growth

- Build and maintain strategic relationships with external stakeholders, including government, funders, regulators, and community partners.
- Represent Each and advocate for its mission, values, and strategic priorities.
- Identify and pursue opportunities for innovation, partnerships, and growth to strengthen Each’s impact.

7. Governance and Accountability

- Support the CEO in maintaining effective communication and reporting with the Board of Directors.
- Provide timely, accurate updates and insights to inform governance, decision-making, and oversight.
- Ensure transparency, accountability, and sound governance practices across the Directorate.

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.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.



Key Selection Criteria

Skills & Behaviours

- Strong leadership aligned with Each's values and behaviours.
- Proven track record in building diverse, inclusive, and high-performing teams.
- Ability to foster a safe, inclusive culture prioritizing safety and wellbeing.
- Success in driving collaboration, connection, and partnerships.
- Ability to deliver and measure progress on strategic objectives.
- Confident in engaging and briefing stakeholders.

Desirable Experience, Knowledge, and Qualifications

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

Mandatory Compliance

- Criminal History Check and Employee Working with Children Check (as required).
- 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, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- 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.