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| Position Description | Employee |
| 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>

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| 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. 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> |

Position Summary

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates. They are responsible for leading delivery and/or community through their own contribution. It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community, and staff safe.
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes.
- Creating a safe, respectful, and culturally appropriate space to foster growth, learning, belonging, health, and wellbeing.
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets.
- Working within the program/role guidelines and professional boundaries of my role.
- 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 an employee 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.
- Demonstrated capability to engage with a team actively and cooperatively, contributing to the fostering of a constructive and forward-thinking workplace atmosphere.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team.
- 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 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.

Addendum Enterprise Architect

This addendum outlines the specific deliverables pertaining to the Directorate assigned as per the Enterprise Architect Position Description

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| Position: | Enterprise Architect |
| Directorate / Service / Program: | Organisation Enablement / IT Operations |
| Industrial Instrument Name: | Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022) (HSUA 1&5 EA) |
| Instrument Classification: | Grade 6 |
| Reports to: | IT Operations Manager |
| Effective Date: | February 2024 |

Key Deliverables

Leadership and Mentoring

- Provide mentorship to domain architects, fostering a culture of collaboration, innovation, and excellence.
- Experience in mentoring a high-performing team of architects and technical professionals.
- Guiding and influencing senior leadership to align technology strategies with business goals.
- Ability to provide strategic leadership in the development and execution of enterprise architecture initiatives.
- Effectively guide a team of architects, ensuring that roles and responsibilities are well-defined, and tasks are allocated based on individual strengths.
- Encourage collaboration both within the architecture team and across other business units, ensuring that architectural decisions consider input from all stakeholders.
- Effectively optimize team resources to meet project goals and objectives.

Governance and Compliance

- Experience in defining and creating strategies, policies, standards, and practices relating to the work being undertaken to ensure it aligns with business goals
- Identify and mitigate technology risks, ensuring that security and compliance requirements are met. Work with SMEs from business units to ensure solutions in the planned roadmap are consistent and compliant with industry standards.
- Work with governance and compliance bodies where required for security endorsements and approvals.
- Maintain comprehensive documentation of the enterprise architecture, including diagrams, models, principles, policies, and procedures.
- Act as a strategic advisor, offering guidance to teams to ensure alignment with architectural standards.
- Conduct architectural reviews to ensure compliance with architectural standards, security, performance, and scalability.

Budgeting and Resource Planning

- Evaluate and select technology vendors and solutions that best fit the organization's needs, budget, and architecture requirements
- Work closely with domain architects to provide architectural guidance for projects and initiatives, ensuring that proposed solutions are designed to be scalable, secure, and cost-effective.
- Consider and effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with organizational goals and objectives.
- Plan and manage projects & initiatives within the enterprise architecture roadmap ensuring timely delivery and adherence to budget constraints.

Stakeholder Communication

- Collaborate with stakeholders to gather requirements and translating them into solutions that align with the enterprise architecture roadmap.
- Must be comfortable articulating complex issues to a diverse range of stakeholders with differing requirements and backgrounds.

- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes, and facilitate cooperation to align IT initiatives with organisational goals.
- Proposing high-level architectures and communicating them to solution architects and business stakeholders.

Qualifications and Skills

- Bachelor's or Master's degree in Information Technology, Computer Science, or a related field.
- Proven experience (at least 5+ years) in IT architecture or related roles, ideally within the Not For Profit or Social Health industries.
- Required certifications in TOGAF, Project Management & ITIL.
- Relevant certifications in Zachman, COBIT, Agile & DEVOPs principles, methodologies and frameworks will also be highly regarded.
- Experience across following: APIs, Data Management, MDM, Azure, AWS, ETL, Middleware, Integration technologies, ArchiMate, LeanIX.
- Proven track record in providing architectural guidance for scalable, secure, and high-performance solutions.
- Demonstrated ability to act as a technical advisor, ensuring development teams adhere to architectural standards.
- Ability to make recommendations, gaining approval, and developing implementation strategies for new technologies.
- Strong analytical and problem-solving skills, translating complex business requirements into technical solutions.
- Define integration patterns, standards, and best practices to ensure consistency and maintainability.
- Ability to create capability models with business stakeholders
- Experience in the leadership and management of staff, building a high-performance culture with a focus on service quality and ensures client and stakeholder satisfaction and confidence.

Physical Requirements

- Ability to sit at a computer for up to 8 hours per day
- Walk up stairs
- Lift 3 kgs etc.

