



POSITION DESCRIPTION –Regional Lead	
Part 1 – Expectations for Your Role	
Position	Regional Lead
Service / Program	Early Childhood Approach
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	As per experience and qualification
Reports to	Program Director
Effective Date	January 2026

Key Deliverables

- Teams demonstrate strong capability, confidence, and consistency in practice, supported by effective leadership, supervision, training, and operational guidance that sustain service excellence.
- Performance data, KPIs, and trends are systematically monitored and acted upon, resulting in early identification of variances, timely corrective actions, and consistent achievement of contractual and organisational targets.
- Continuous improvement is integrated into everyday practice, with change initiatives successfully implemented to respond to evolving program requirements while maintaining service quality and workforce resilience.
- Projects are delivered using structured project management approaches, leading to measurable improvements in operational efficiency, service quality, and outcomes for children and families.
- Early Supports consistently align with NDIA guidelines, best-practice frameworks, and contractual requirements, optimising outcomes for children and their family.
- Productive, trusted relationships are established and maintained with key internal and external stakeholders, including NDIA, health, education, and child protection partners, supporting coordinated service delivery.
- Family feedback is systematically captured, analysed, and embedded into service design, driving continuous improvement, innovation, and enhanced customer experience.
- Conduct regular analysis of service trends, risks, and opportunities, resulting in proactive operational adjustments that minimise risk and support sustainable service delivery.
- Services demonstrate cultural competence and responsiveness, ensuring culturally safe, inclusive practice for Aboriginal and Torres Strait Islander peoples, families from diverse backgrounds, and neurodiverse individuals.

Skills

- Demonstrated strategic leadership skills, with the ability to lead, coach, and develop high-performing multidisciplinary teams.
- Strong operational management capability, including workforce planning, performance management, and risk mitigation.



- Advanced analytical skills, with the ability to interpret performance data, identify trends, and translate insights into action.
- Proven project and change management skills, including planning, implementation, and evaluation of service improvements.
- Highly developed communication and influencing skills, enabling effective engagement with internal teams and external stakeholders.
- Strong problem-solving and decision-making skills, particularly in complex, high-pressure environments.
- Ability to embed continuous improvement and quality assurance processes across services.
- Demonstrated cultural competence and commitment to inclusive, culturally safe practice.
- High level of professional judgement, accountability, and ethical practice.

Experience and Knowledge

- Demonstrated strategic and operational leadership experience within early childhood, disability, health, or community services.
- Proven ability to lead, supervise, coach, and performance-manage multidisciplinary teams to achieve service quality and performance targets.
- Strong capability in analysing performance data, KPIs, and trends to inform decision-making and corrective action.
- Demonstrated experience managing services against contractual, funding, and compliance requirements.
- Proven project and change management skills, including delivering service improvements with measurable outcomes.
- Highly developed communication and stakeholder engagement skills, including working effectively with government agencies and funding bodies (e.g. NDIA).
- Demonstrated commitment to evidence-based, family-centred, and outcomes-focused practice.
- Sound understanding of culturally safe and inclusive practice, particularly for Aboriginal and Torres Strait Islander peoples and diverse communities.
- High level of professional judgement, accountability, and ethical practice.

Desirable

- Strong knowledge of the NDIS, NDIA guidelines, and Early Childhood Early Intervention / Early Connections frameworks.
- Sound understanding of evidence-based early childhood intervention and family-centred practice principles, with demonstrated ability to implement these in practice.
- Awareness of contemporary trends, risks, and reforms impacting early childhood intervention and disability services.

Qualification/Registrations/Licences

- Current state-based driver's license
- Tertiary qualification in Allied Health, Early Childhood, Disability, other human service disciplines.
- Eligibility for registration or membership with relevant professional body (if applicable).
- Postgraduate qualifications in leadership and management is desirable.

Physical Requirements



- Sit for extended periods and use office equipment.
- Handle administrative tasks.
- Lift and carry up to 5 kg (e.g., laptops or office supplies).
- Read documents and communicate effectively in person and via phone/video.
- Travel locally to Each locations.

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 (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 key to the team, working with the Directorate, Executive Team, and stakeholders to achieve Each's vision and strategic objectives. The position focuses on collaboration across Directorates to address future business needs and ensure their area supports broader operations. Leaders are responsible for meeting KPIs, financial sustainability, and effective operations aligned with Each's values. Leaders are expected to demonstrate strong leadership, model Each's values, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Delivering the strategic Plan and supporting financial sustainability.
- Building high-performing, adaptable teams that model Each's values.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive workplace and effective operations.
- Managing risks and fostering innovation, collaboration, and strategic thinking.
- Aligning systems and processes with Each's goals and ensuring compliance with policies and regulations.
- Demonstrating leadership standards and acting as an ambassador of Each.

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.

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 Competencies/Licences

- 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

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-Centred, 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.