



POSITION DESCRIPTION – Practice Team Lead

Part 1 – Expectations for Your Role

Position	Practice Team Lead
Service / Program	Early Childhood Approach
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 4 Pay point 5
Reports to	Regional Lead
Effective Date	March 2026

Key Deliverables

- Leads and embeds the Best Practice Framework for Early Childhood Intervention across service delivery.
- Coaches and models high-quality practice through direct work with children and families, including joint visits.
- Builds staff confidence in applying a coaching approach with families, using observation, modelling, guided practice, and reflection.
- Leads regular reflective conversations and coaching sessions to support professional growth.
- Fosters a learning culture where feedback is welcomed and staff feel supported to try new approaches.
- Guides team members to use the Routines-Based Interview to understand family priorities, routines, and strengths.
- Ensures quality systems are in place to meet KPIs, targets, compliance, and performance outcomes.
- Monitors service delivery data, workflows, and timelines to ensure timely supports for children and families.
- Leads and support continuous improvement initiatives to strengthen service quality and outcomes.
- Promotes shared responsibility, respectful knowledge sharing, and collaborative problem-solving across disciplines.
- Fosters a learning culture where feedback is welcomed and team members feel supported to try new approaches.
- Builds strong, productive relationships with internal and external stakeholders.
- Supports staff to work effectively with families from diverse cultural, linguistic, and social backgrounds.
- Uses effective negotiation, conflict resolution, and problem-solving skills to resolve complex practice or service delivery issues.

Skills

- Ability to communicate sensitively and effectively with children, families, colleagues, and stakeholders.
- Strong organisational and time management skills, including ability to manage competing priorities.
- Analytical and critical thinking skills to evaluate and improve practice quality.
- Flexible, reflective, and solutions focused.
- Highly developed interpersonal, verbal, and written communication skills.



- Strong negotiation, conflict resolution, and creative problem-solving skills.
- Demonstrated commitment to reflective practice, learning, and service improvement.

Experience and Knowledge

- Experience delivering early childhood intervention, delivering services in natural environments and everyday routines.
- Extensive knowledge of child development (0–9 years), developmental delay and disability, evidence-informed early childhood intervention approaches and family-centred practice.
- Understanding of best practice principles, including family centred practice, coaching, and outcomes focused service delivery.
- Demonstrated cultural responsiveness and inclusive practice when working with diverse families.
- Experience facilitating professional development, reflective practice, or professional supervision.

Qualification/Registrations/Licences

- Current state-based driver's license
- Degree qualification in Allied Health, Early Childhood, or equivalent (e.g., Speech Pathology, Occupational Therapy, Psychology, Early Childhood Education).
- Eligibility for registration or membership with relevant professional body (if applicable).
- Postgraduate training or professional development in early childhood intervention, coaching, or family-centred practice is desirable.
- Flexible, proactive, and solutions-focused (“can-do”) approach.
- A National NDIS Worker Screening Check, relevant Working with Children Check, and NDIS pre-engagement screening must be cleared prior to commencement of employment.

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.

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. 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 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, 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.