



## POSITION DESCRIPTION – Early Supports Lead

### Part 1 – Expectations for Your Role

<b>Position</b>	People and Culture Business Partner (PCBP)
<b>Service / Program</b>	People and Culture
<b>Industrial Instrument</b>	Each Enterprise Agreement 2024
<b>Instrument Classification</b>	Level 5
<b>Reports to</b>	HR Manager – Partnerships and Strategy
<b>Effective Date</b>	September 2025

## Key Deliverables

- Work as part of a collaborative team where the focus is on P&C providing the highest quality service to our customers
- Professional, business-focused P&C service to a designated portfolio. Strong working relationships are built based on credibility and open communication and by consistently working at the sites of your client group
- Work in partnership with management teams to identify the people implications of strategic and business plans and other developments. Promotes new ways of working and agree appropriate local-level interventions to maximise opportunities, support change and manage risk
- Analyses trends and metrics in partnership with the P&C team to develop solutions, programs and policies
- IR/ER issues are appropriately documented and saved on the employee files (including emails etc.) in a timely manner
- Exceptional customer service to internal customers is provided by delivering prompt and accurate advice to general P&C queries
- Assist with recruitment within designated portfolio ensuring experience is professional and reflects positively on the organisation
- Participate in the end to end recruitment cycle of designated portfolio and supports Managers to engage with new employees
- Employees are on-boarded efficiently and effectively
- Work as part of a collaborative team where the focus is on P&C providing the highest quality service to our customers including assisting other team members when required

## Skills

- Able to provide strategic advice, develop options, analyse risks, make good judgements, and solve problems
- Able to develop highly effective working relationships by building credibility, respect and rapport with internal and external networks
- Excellent negotiation, influencing and persuasion skills
- Proven ability to analyse a range of quantitative and qualitative information and use this in developing strategies, plans and solutions that meet individual and organisational needs
- Clear, concise and influential written communication skills



- Creative, resourceful, and pragmatic with a positive 'can do' and solution-focused attitude.
- Emotional intelligence, personal resilience and tenacity

## Experience and Knowledge

- Experienced Human Resources generalist and/or business partnering experience
- Experience in industrial relations with a sound knowledge of industrial and employee relations theory, principles, policies and practices
- Experience working in a large or complex organisation
- An appreciation and understanding of the not for profit sector

## Highly regarded Qualification/Registrations/Licences

- Tertiary qualifications in Human Resource or law
- AHRI certification, or working toward

## Physical Requirements

- Office Environment: Ability to sit for extended periods and use office equipment.
- Data Entry: Capability to type and handle administrative tasks.
- Office Mobility: Ability to move around the office and attend meetings.
- Light Lifting: Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- Visual & Auditory: Ability to read documents and communicate effectively in person and via phone/video.
- Travel: Ability to travel between Each locations.



## POSITION DESCRIPTION - Employee

### 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.

#### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

#### Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve 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

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

### 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-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.