



POSITION DESCRIPTION	
Part 1 - Expectations	Leadership - Direct reports
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>

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.</p> <p>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>



Leadership Expectations

This Leadership position is an integral member of the Leadership team who works with their Directorate, the EACH Executive Team and other key stakeholders to deliver the Vision and Strategic objectives of EACH.

A key focus of these positions is to work collaboratively with other Directorates to collectively understand the future developing needs of the business and ensure their Directorate can effectively support the broader business functions and operations. They are responsible for ensuring their area of responsibility is meeting KPI's, is financially sustainable and is operating effectively, in line with EACH's values.

It is expected that all leaders consistently demonstrate strong leadership capability, model EACH's values and behaviours and ensures EACH's culture is inclusive, safe, and engaging.

Leadership Responsibilities

An EACH Leader is responsible for:

- Delivery of the EACH Strategic Plan - relevant to EACH and their allocated area of responsibility.
- Contributing to EACH's financial sustainability plan and decisions.
- Creating high performing teams that are flexible, adaptable, collaborative, capable, and consistently demonstrates EACH's leadership performance and behavioural standards and values. They also ensure these expectations flow through their teams and leaders within their team are also modelling these behaviours.
- Modelling and supporting continuous improvement, learning and development.
- Promoting staff health, safety and wellbeing within the Directorate to ensure high standards of health, safety, and wellbeing of all employees.
- Maintaining and contributing to a safe and inclusive organisation where our people are proud to work, feel safe and empowered.
- Ensuring sound operations through effective leadership and management.
- Working within a framework of effective and sensible controls to ensure key risks are assessed and managed.
- Fostering a climate of innovation, strategic thinking, collaboration and continuous improvement
- Fostering a sense of common purpose and connecting people to the organisation and its vision.
- Ensuring systems and processes relevant to their area support the broader EACH business and key stakeholders.
- Ensuring compliance across the Directorate with regards to legislations, mandatory compliance, funding requirements and EACH's policies.
- 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 a leader 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.
- Strong leadership capability that aligns to EACH's value and behaviours including a demonstrated track record in modelling and reinforcing organisational values and behaviours.



- Demonstrated ability to attract, retain and develop a diverse, inclusive, and high performing workforce where people feel a sense of belonging, empowerment and connection to their role.
- Demonstrated ability to drive a safe and inclusive culture ensuring that social, psychological, cultural, and physical safety and wellbeing is a priority.
- Demonstrated success in bringing people and teams together to encourage connections, collaborations, and partnerships.
- Demonstrated ability to deliver on and take responsibility for strategic objectives and measure progress and impact.
- Confidence engaging and briefing relevant stakeholders as required.

Desirable Experience, Knowledge, and Qualifications

- Demonstrated experience at a Leadership Level in related area of expertise.
- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a leadership Team and in demonstrating strong leadership behaviours.
- 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 leadership 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

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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.

Part 2 - Addendum Manager headspace Early Psychosis

This document explains the work of the Manager headspace Early Psychosis and the outputs they will need to deliver

Position:	Manager headspace Early Psychosis
Directorate / Service / Program:	Mental Health, Alcohol & Other Drugs
Industrial Instrument Name:	HSUA 1&5 – Management & Admin Agreement
Instrument Classification:	Grade 6
Reports to:	Program Stream Manager – Youth Mental Health and Wellbeing Support Services
Clinical Accountability to:	Clinical Director – headspace Early Psychosis
Operational Accountability to:	Program Stream Manager – Youth Mental Health and Wellbeing Support Services/ headspace Services
Effective Date:	May 2024

About the headspace Early Psychosis service

The overall aims of the headspace Early Psychosis (hEP) service are:

- To detect early those young people who are at risk of experiencing a first episode of psychosis, or have experienced a first episode of psychosis
- To reduce the risk of transition to full threshold psychosis, or to delay or attenuate the impact of such transition in those young people who are manifesting early clinical features indicating incipient risk of a first episode of psychosis, and who seek and have a need for care.
- To restore the normal developmental and functional trajectory of those young people who are at risk of, or experiencing a first episode of psychosis, as early as possible.
- To minimise the impact of a first episode of psychosis on the family system through the provision of education, support and care.

Position summary

This position is permanent, full-time and is based at Launceston, covering the headspace Early Psychosis Tasmania Service. Travel will be required.



This position works in partnership with the Clinical Director of headspace Early Psychosis to ensure safe, effective and appropriate delivery of mental health assessment, treatment and support services to young people and their families.

The position will be responsible for hEP service delivery in the north and south of the State. The hEP Manager will also need to work closely with the headspace Eastern Shore team and Lead Agencies of headspace Hobart and headspace Launceston.

The position is responsible for site management at Launceston.

The manager also has oversight and management of the budget to ensure effective services are delivered within budget

Key Deliverables

- Ensure access for young people and families is enhanced through a single point of entry into headspace programs.
- Support the establishment and implementation of the EPPIC model of care and ensure it is maintained with model fidelity.
- Collaborate with the Clinical Director hEP to ensure policy and clinical and operational guidelines are established and regularly reviewed to support clinical processes.
- Provision of clinical supervision
- Ensure orientation of all staff is completed and inclusive of clinical and non-clinical processes.
- Streamline documentation processes to reduce duplication.
- Enable clinical and operational systems and processes that are effective and efficient.
- Promote a reputation for innovative, responsive, and collaborative service provision.
- The clinical team leaders are accountable to the manager for day-to-day operations.
- Work collaboratively with Clinical Director hEP and headspace teams to ensure young people and their families are provided with effective and appropriate clinical care.

Qualifications and skills

- Holds a minimum Tertiary Qualification in nursing, psychology, occupational therapy, or social work.
- AHPRA registered or eligible for membership with AASW
- Minimum of 5 years in senior operational and clinical practice roles in child and youth mental health
- Demonstrated experience in leading and managing multidisciplinary teams.
- Experience in the provision of operational and clinical supervision, managing performance and fostering a culture of ongoing development.
- Experience in coordinating programs including administration tasks, managing budgets and monitoring contracts.
- Demonstrated capacity to establish and maintain professional relationships with a wide range of stakeholders.
- Excellent written and verbal communication skills, negotiation and conflict resolution skills, and the ability to impart knowledge.
- Valid Employee Working with Children Check
- A current driver's licence or equivalent.