



POSITION DESCRIPTION – Manager Specialist AOD Services

Part 1 – Expectations for Your Role

Position	Manager Specialist AOD Services
Service / Program	Mental Health and Alcohol and Other Drugs
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Grade 6
Reports to	Program Stream Manager, Adult Mental Health & AOD and Support Services
Effective Date	May 2026

Key Deliverables

- Lead Specialist AOD services at Each
- Explore operational efficiencies across services, maximising opportunities for shared resourcing e.g., shared documents and knowledge sharing, clinical supervision and professional development opportunities, social media and community engagement
- Collaborate with other lead roles within Each to further develop the model of care and professional practices in line with sector reform agenda, including increased integration between AOD and Mental Health services
- Explore research and development opportunities with Monash University and continue to maintain and grow the strong working relationship with Deakin University
- Ensure services are delivered within Each policies and procedures, practice frameworks and legislative requirements.
- Ensure excellent service user standards and that programs continue to meet service user needs and expectations.
- Explore and drive growth opportunities with the Program Stream Manager at both a state and national level.
- Collaborate with Lived and Living experience Lead to continue to integrate and expand workforce including senior peer work roles within the programs.
- Risk mitigation and response to incidents with ability to provide innovative solutions to long standing issues
- Provide supervision, leadership mentor and coaching opportunities to team leaders across the programs.
- Manage the operational budget for the programs including seeking opportunities for increased funding to enable innovation and increased service provision flexibility in conjunction with the Program Stream Manager.
- Coordinate and Chair programs operational meetings.
- Other duties as directed by the Program Stream Manager

Skills

- Ability to engage, support, consult and negotiate with a wide range of stakeholders
- Capacity and drive to support change and innovation and deliver creative solutions
- Risk management skills and ability to respond professionally to a crisis situation
- Capacity to inspire, influence and motivate personnel and to cultivate an inclusive and just culture
- Sound information technology skills, including the ability to compile, review and analyze data, source information, prepare documents and reports, and manage planning and strategic processes
- Professional/practice supervision, performance management and conflict resolution skills



- Ability to remain agile and perform effectively under pressure and prioritize workloads.

Experience and Knowledge

- Well consolidated experience in professional practice in the AOD sector, including relevant legislation and human services standards
- Demonstrated knowledge of current trends in the AOD and intersecting sectors
- Demonstrated experience supporting development of individuals and teams.
- Demonstrated experience in a similar role
- Demonstrated senior level skills and experience in delivering safe, effective, connected, and person-centred services, leading, and managing projects, teams, interest groups and driving change or quality initiatives
- Detailed knowledge of stakeholders, processes, and external contexts relevant to the area.
- Demonstrated understanding of the social model of health and the factors that affect the health, social and economic wellbeing of communities; and how this integrates into EACH's health, social and community services.

Qualification/Registrations/Licences (*Mandatory only*)

- Relevant qualification in a professional/practice area, including Alcohol and Other Drugs, Social Work, Allied Health
- Relevant registration or professional/practice area organization membership and/or connection with appropriate peak body(s) as appropriate
- 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, a duty to disclose relevant information that may arise after employment has commenced
- Current State-based driver's license

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.



POSITION DESCRIPTION - Leader (Without 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 a key member of the Leadership team, collaborating with their Directorate, the Executive Team, and stakeholders to achieve Each's vision and strategic objectives. This role focuses on working across Directorates to address the business's evolving needs, ensuring effective support for broader operations. Leaders are responsible for meeting KPIs, maintaining financial sustainability, and ensuring operations align with Each's values. All leaders are expected to demonstrate strong leadership, model Each's values and behaviours, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Supporting the Each Strategic Plan and financial sustainability.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive, and empowering workplace.
- Leading effective operations and managing risks.
- Fostering innovation, collaboration, and alignment with the organization's vision.
- Ensuring compliance with policies, legislation, and funding requirements.
- Modelling leadership behaviours that reflect Each's values and acting as an ambassador.

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.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected,



valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

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.