

# Executive Candidate Guide

*Your prospectus and invitation to enhance  
lives and strengthen community in North Richmond*




north richmond  
community health

Wulempuri - Kertheba



## **Acknowledgement of Country**

North Richmond Community Health (NRCH) acknowledges the Wurundjeri Woi-wurrung People of the Kulin Nation as the Traditional Owners of the land on which we work. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.



## Letter from Simone Heald, CEO, North Richmond Community Health

[TEXT]



**Simone Heald**

NRCH CEO

Thank you for considering the Executive Director of Community Health Services role at North Richmond Community Health (NRCH).

NRCH operates within one of the most complex and diverse community health environments in Australia. Our work is grounded in the understanding that health outcomes are shaped by broader social and structural factors including housing, income, trauma, culture, and access. This commitment to health equity and the Social Determinants of Health informs all areas of the organisation, from service delivery through to leadership and decision-making.

We are excited to present this role as an opportunity to contribute to an organisation that is thoughtful, ambitious, and open to doing things differently where better outcomes can be achieved. We are seeking a leader who is strategically minded, collaborative, and committed to continuous improvement, with the confidence to navigate complexity, support innovation, and help shape the organisation's future direction.

The Executive Team continuously strives to work closely together to lead through change, respond to emerging challenges, and strengthen the organisation's impact within the community. Curiosity, sound judgement, adaptability, and a willingness to reflect and learn are highly valued.

This Candidate Guide provides an overview of the organisation, the role, and the broader leadership context in which the EDCHS operates.

Thank you again for your interest in NRCH and the opportunity to contribute to this work.

Simone Heald

Chief Executive Officer

North Richmond Community Health

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## About this Guide

The **Executive Candidate Guide** is designed to provide prospective candidates with a clear understanding of North Richmond Community Health (NRCH), the history and services, and the role of the Executive Team. It brings together key information so you can make an informed decision about applying for an EDCH position.

## About the Opportunity

North Richmond Community Health (NRCH) is seeking an Executive Director Community Health (EDCH) to play a central role in shaping how the organisation delivers on its strategic priorities.

This is a role for a leader who can operate across both strategy and execution. The EDCH is responsible for translating direction into delivery, while continuously questioning how work is structured, delivered, and improved.

The role sits within a complex and evolving service environment, requiring sound judgement, adaptability, and a clear focus on outcomes. It will suit a leader who is comfortable navigating uncertainty and testing new approaches.

## About NRCH

North Richmond Community Health is a not-for-profit community health service based on the North Richmond Housing Estate on Wurundjeri land.

For over 50 years, NRCH has delivered accessible and culturally safe healthcare to communities experiencing significant health and social inequities. The organisation operates within a complex public health and social policy environment, with a strong focus on harm reduction, integrated care, and place-based service delivery.

NRCH provides a broad range of services including primary health, oral health, allied health, alcohol and other drugs (AOD) services, the Medically Supervised Injecting Room (MSIR), refugee health, and community development programs.

The organisation's model of care is grounded in the understanding that health outcomes are shaped by social and structural factors, including housing, income, and access to services.

The current Strategic Plan (2024–27) is focused on:

- delivering sustainable healthcare solutions
- strengthening harm reduction and addiction services
- advocating for the rights of residents of the North Richmond Housing Estate
- building a sustainable and capable organisation

NRCH is entering a period of consolidation and growth, with a focus on strengthening operational performance, improving system integration, and identifying sustainable pathways for future service delivery.

## Leadership Context

The EDCH is a member of the Executive Team and the Executive Members Table (EMT), contributing to organisation-wide decision-making, performance oversight, and strategic alignment.

The role works closely with the Chief Executive Officer and executive peers to ensure clarity of direction, coordination of priorities, and accountability across the organisation.

The EDCH has direct oversight of core service delivery areas, including:

- Clinical Services
- Alcohol and Other Drugs (AOD)

- Community Services

These functions are led through three direct reports.

The role also contributes to governance through:

- Representation on the Clinical Governance and Quality Committee (CGQC)
- Engagement with Board Directors and Committee Chairs
- Participation in organisational committees and governance processes

Success in this role requires operating confidently across governance, strategy, and service delivery, with a clear understanding of how decisions translate into practice.

## What This Role Requires

This role requires a disciplined and thoughtful leader who brings both strong strategic capability and operational depth.

### Strategic thinking and judgement

Ability to move beyond immediate operational pressures to identify longer-term opportunities, risks, and system-level issues. Decisions are informed by data, context, and organisational priorities.

### Curiosity and continuous improvement

An active interest in how services can be improved. This includes seeking out new ideas, questioning existing approaches, and identifying opportunities to do things differently.

### Innovation in practice

Willingness to test new approaches, adapt service models, and respond to emerging needs. Innovation is expected to be practical, measured, aligned to organisational priorities, and through a health equity and SDoH lens.

### Adaptability and openness to change

Comfort operating in an environment where priorities shift and not all variables are known. Ability to adjust direction, support others through change, and maintain progress.

### Reflective leadership

Capacity to assess leadership approach, seek feedback, and adjust where required. This includes recognising when something is not working and taking corrective action.

### Team-based leadership and influence

Strong collaboration across the Executive Team and EMT. Ability to influence peers, support alignment, and contribute to shared accountability.

### Respect and professionalism

Ability to engage constructively with colleagues, Board members, and stakeholders, including in situations requiring robust discussion and decision-making.

Not all initiatives will succeed. The expectation is that learning is identified, shared, and applied to improve future practice.

## How This Role Operates

The EDCH is expected to:

- Contribute actively to Executive Team and EMT discussions, bringing both strategic insight and operational understanding
- Work in close partnership with the CEO to align strategy, priorities, and delivery through a SDoH and Health Equity lens.
- Engage with the Board and Committees in a clear, accountable, and transparent manner
- Lead teams through change, including testing new approaches and embedding improvements over time
- Maintain a focus on outcomes, while adjusting approaches as required to achieve them

This role requires balancing stability and change — maintaining service delivery while identifying and acting on opportunities to improve.

## What Success Looks Like

In the first 12–24 months, success in this role will be demonstrated through:

- Strengthened operational performance across core service areas
- Improved alignment between strategy and day-to-day delivery
- Clear and consistent systems, processes, and reporting across services
- Progression of key strategic initiatives linked to growth and sustainability
- A leadership approach that builds capability, accountability, and adaptability across teams

# Understanding the Organisation

## Who We Are: Our History and Community

North Richmond Community Health is located within the North Richmond Housing Estate, established in the late 1960s on Wurundjeri land. The organisation serves a diverse community across the estate and surrounding areas.

The estate is home to a broad range of cultures, languages, religions, and lived experiences. North Richmond Community Health plays an ongoing role in supporting the health and wellbeing of this community.

Over the past five decades, the organisation's reach has extended beyond the estate, providing care to individuals across Melbourne. This includes both long-term community members and those accessing services through broader referral pathways. The community served includes young families, older adults, and individuals who have engaged with services over many years.



## What We Do

### Our Services

North Richmond Community Health delivers a wide range of accessible and culturally safe services informed by the Social Determinants of Health (SDoH), including:



Service delivery is supported by strong community engagement, cross-sector collaboration, and a focus on accessibility and cultural safety.

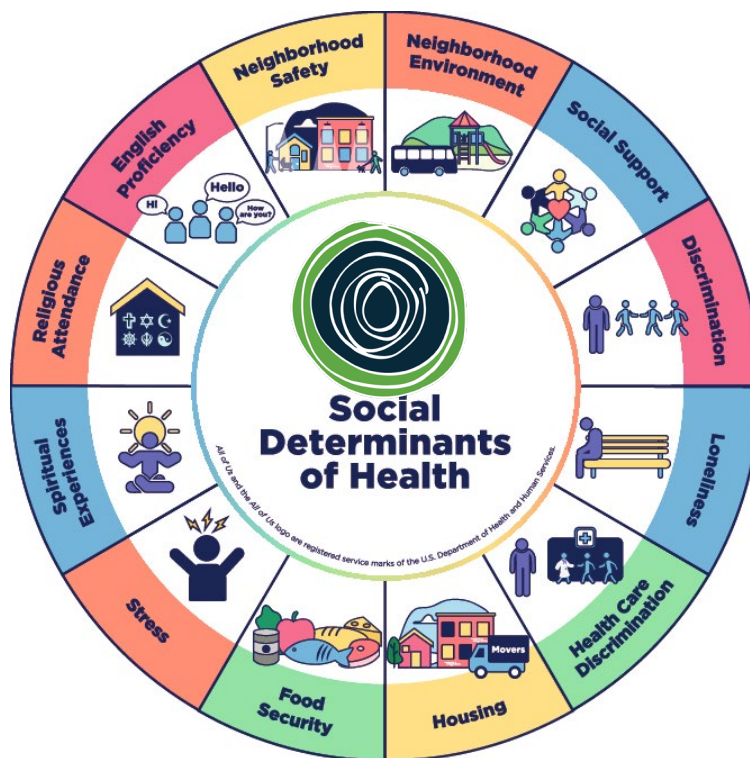
### Our Clients and Community Groups

Services are delivered to a broad client group, including residents of the housing estate, people who use drugs, refugees and asylum seekers, older adults, new parents, and individuals experiencing disadvantage or exclusion from mainstream systems.

### Social Determinants of Health (SDoH) Model of Care and Health Equity

The organisation’s model of care is grounded in the understanding that health outcomes are shaped by structural and social factors, including housing, income, education, trauma, and access to services.

All teams contribute to addressing these determinants through service design and delivery.



### Commitment to Equity, Access and Cultural Safety

North Richmond Community Health prioritises accessible, inclusive, and culturally safe care across all services.

The organisation is accredited under AGPAL standards and maintains a commitment to trauma-informed, client-centred practice.

## Where We're Going: Our Strategic Direction

The NRCH **2024–27 Strategic Plan** sets out the vision, purpose, and values that guide everything we do, along with the key priorities that will shape the next three years.

Our vision is to **enhance lives and strengthen community**, and purpose is to **pursue care solutions with a strong focus on addressing health inequity**.

This plan identifies four strategic priorities:

1. delivering sustainable healthcare solutions
2. strengthening harm reduction and addiction services
3. advocating for the rights of residents at the North Richmond Housing Estate
4. building a thriving organisation and workforce
5. You can view the full Strategic Plan by following the below.

More information on the [Organisational Strategy](#) can also be found on page 20 of this document.



our

link

## Organisation Executive Structure

This organisational chart outlines the governance and executive structure of North Richmond Community Health (NRCH). The organisation is overseen by a Board of Directors and Board Committees, with executive leadership provided by the Chief Executive Officer (CEO), supported by the Chief Executive Associate and Board Secretariat.

Chart 3: Executive Structure



## Service Leadership and Direct Reports

The EDCH leads core service delivery at NRCH through three key portfolios: Clinical Services, Alcohol and Other Drugs (AOD), and Community Services. Each area is led by an experienced Head of Department, with accountability for program delivery, performance, and compliance.

## Clinical Services

Clinical Services includes primary health, oral health, allied health, and integrated clinical programs. This portfolio is responsible for delivering accessible, high-quality care across a range of disciplines, ensuring alignment with clinical governance standards, accreditation requirements, and service performance targets.

## Alcohol and Other Drugs (AOD)

The AOD portfolio includes harm reduction, pharmacotherapy, outreach, and the Medically Supervised Injecting Room (MSIR). Services are delivered within a complex clinical, regulatory, and community context, requiring strong oversight of risk, compliance, and service integration, alongside responsiveness to client need.

## Community Services

Community Services includes place-based and prevention-focused programs such as community development, outreach, and the Community Hub, as well as state-wide programs including the Centre for Culture, Ethnicity and Health (CEH). This portfolio focuses on engagement, access, and addressing the broader determinants of health through locally responsive service delivery.

Across all portfolios, the EDCH is responsible for ensuring alignment between service delivery, organisational priorities, and performance expectations, while supporting Heads of Department to lead effectively within their areas.

## How We Work as an Executive Team

### First Team Leadership

The Executive Team operates as a “first team”, with alignment across executive peers taking priority over individual portfolio interests.

Decisions are made collectively and implemented consistently across the organisation. Executives are expected to support agreed positions, regardless of where discussions occur, and to avoid siloed decision-making or competing priorities between portfolios.

This approach ensures organisational coherence, reduces risk, and strengthens accountability. It requires a high level of trust, openness, and willingness to engage in robust discussion while maintaining alignment.

### NRCH Ways of Working

The NRCH Strategic Plan is underpinned by four Ways of Working. These define how decisions are made, how services are designed, and how leadership operates across the organisation.

For the Executive Team, these are not principles to align to — they are expectations to be applied consistently in decision-making, leadership, and delivery.

### Social Determinants of Health

Health outcomes are shaped by social and structural factors, including housing, income, education, and access.

Leaders are expected to apply this lens in decision-making, ensuring that services, resource allocation, and operational priorities respond to these realities. Standardised approaches are challenged where they do not meet the needs of the community.

### Relationships

Effective service delivery depends on strong, consistent relationships across teams, with clients, and with external stakeholders.

Executives are expected to operate as a single, aligned leadership group. Decisions are made collectively and implemented consistently. Alignment across the Executive Team takes precedence over functional interests, reducing fragmentation and improving organisational coherence.

### **Evidence and Innovation**

Decisions are informed by data, evidence, and critical analysis.

Executives are accountable for the quality of reporting, the interpretation of data, and the insights drawn from it. This includes identifying trends, understanding interdependencies, and using evidence to inform action.

Improvement is ongoing. Leaders are expected to test new approaches, adapt where required, and apply learning. Not all initiatives will succeed — the expectation is that outcomes are assessed and learning is carried forward.

### **Place-Based Solutions**

Services are designed and adapted in response to the specific context of the North Richmond community.

Executives are expected to balance local responsiveness with system-level considerations, ensuring that adaptations improve access and outcomes while remaining aligned with organisational priorities, risk settings, and funding parameters.

### **Decision-Making, Accountability and Leadership Practice**

Decision-making at NRCH is structured, transparent, and aligned to organisational priorities. Executives are expected to consider financial, clinical, reputational, and operational impacts, and to bring material or cross-portfolio decisions to the appropriate forum.

Accountability is collective. Executives are responsible not only for their portfolio, but for organisational outcomes, ensuring decisions are aligned, communicated clearly, and implemented consistently across teams.

Risk management is embedded in all decision-making. Leaders are expected to identify, manage, and escalate risks appropriately, with material risks addressed early through established governance channels.

A focus on continuous improvement underpins leadership practice. Executives are expected to question existing approaches, test and refine new ideas, and apply learning over time, contributing to a culture of curiosity, accountability, and change.

## **Meet our Executive Leadership Team**

The NRCH executive team shares a profound commitment to health equity. With diverse expertise across healthcare, community services and organisational management, their collective vision drives North Richmond Community Health to deliver transformative care that enhances lives and strengthens community.



### **Simone Heald – Chief Executive Officer**

Simone has extensive healthcare experience, developing expertise in clinical and healthcare management across quality control, risk management, policy formation, and strategy.

With a strong track record of leadership in diverse and challenging healthcare settings, Simone has created environments for community-led services to flourish, including the Family and Child Hub and HomeBase in Mildura. Under her guidance, the evidence-based Canadian CP@Clinic model was pioneered in Victoria, successfully integrating it into the state's healthcare system.

Simone is passionate about influencing health and community sector change that improves people's lives. She leads a non-hierarchical culture where people are respected for their contributions while challenging frameworks that disempower vulnerable community members.

Simone is proud of NRCH's position as a leader in addressing health inequities through innovative, community-focused solutions that provide targeted support to those with the greatest needs.



### **Helen Lesirge - Chief People Officer**

With extensive leadership experience across healthcare and corporate sectors, Helen brings strategic vision to people and culture at NRCH.

Her background combines organisational development, strategic workforce planning, and building high-performance teams that thrive in complex environments.

Helen champions workplace cultures where diversity is celebrated and staff feel empowered to deliver their best. Her approach balances organisational goals with creating supportive environments where people can grow professionally.

At NRCH, Helen takes pride in strengthening the connection between organisational strategy and people development, ensuring the workforce reflects and understands the diverse community it serves.



**Adrian Carmody - Chief Corporate Officer**

Adrian brings over twelve years of expertise in accounting and business management across diverse industries and government sectors in Australia.

An analytical professional with a keen eye for detail, he combines strong communication skills with collaborative leadership to achieve strategic outcomes at all levels of the organisation.

Adrian approaches financial management with a commitment to professional excellence and continuous development. His problem-solving techniques translate complex financial concepts into practical solutions that support NRCH's mission-critical services.

He values the opportunity to contribute to NRCH's social impact by ensuring sound financial stewardship and effective corporate systems that enable the organisation to sustainably serve the North Richmond community.

## Application Process

Searchlight Group has been retained by North Richmond Community Health to partner in the search and appointment of the Executive Director Community Health Services. Searchlight Group brings deep experience in mission-driven executive recruitment and will be working closely with NRCH throughout this process to identify candidates who combine the leadership capability, sector understanding, and values alignment this role requires.

## How to Apply

After reviewing this Candidate Guide, contact Michael Holdway, Managing Director, Searchlight Group, with any questions and/or for a confidential discussion.

**Phone: 0400 006 513**

**To apply, upload your CV and cover letter in Word format via the Searchlight Group website:**

**<https://searchlightgroup.com.au/careers/>**

- A comprehensive CV
- A short pitch (maximum 2 pages) outlining your suitability to the position in line with the responsibilities and key selection criteria
- When preparing your pitch, please consider how your skills and experience would support the strategic direction and organisational priorities of North Richmond Community Health.

Note: You are not required to address all selection criteria in your application.

## Timeline and Process

**Applications close: midnight on Sunday 17<sup>th</sup> May 2026.**

All applications will be acknowledged by email within 48 hours of receipt.

Preliminary interviews with Searchlight Group will commence as suitable applications are received, via Zoom or Teams.

Shortlisted candidates for panel interviews held by North Richmond Community Health will be notified accordingly, including date, time and location.

Reference, qualification and police checks of preferred candidate(s) will take place after panel interviews.

Candidates will be required to disclose any interests that might affect their ability to perform in the role.

### Position Summary

<b>Position Title</b>	Executive Director Community Health Services
<b>Program</b>	Executive Team
<b>Enterprise Agreement / Award</b>	
<b>Classification</b>	
<b>Reports To</b>	Chief Executive Officer
<b>Ordinary Location</b>	23 Lennox Street, Richmond, VIC 3121
<b>Immunisation Requirements</b>	

### Organisation Profile

North Richmond Community Health (NRCH) is more than a health service — it is a trusted provider, advocate, and service leader working alongside the community to create lasting change.

For over 50 years, NRCH has delivered inclusive and affordable healthcare for people experiencing significant health and social inequities, maintaining a strong connection to the diverse and resilient community of the North Richmond Housing Estate on Wurundjeri land.

NRCH's approach is grounded in four **Ways of Working**:

1. **Social Determinants of Health:** Care is designed with recognition that health is shaped by broader social and life conditions, including housing, income, culture, and environment. Services respond to these realities rather than treat health in isolation.
2. **Relationships:** The quality of relationships underpins the quality of care. Trust, continuity, and genuine connection with clients, colleagues, and partners are central to effective service delivery.
3. **Evidence and Innovation:** Practice is informed by evidence, critical reflection, and ongoing evaluation. Approaches are tested, adapted, and refined based on what demonstrates measurable impact.
4. **Place-Based Solutions:** Services are developed in response to the strengths, needs, and knowledge of the North Richmond community, with local context informing design, delivery, and decision-making.

[www.nrch.com.au](http://www.nrch.com.au)

### The Role and Purpose

This role contributes to addressing health inequity through the delivery of accessible, high-quality services and effective organisational leadership. Regardless of function, all roles at NRCH contribute to care that is equitable, services that are accessible, and improved outcomes for the community.

The Executive Director Community Health Services (EDCHS) is a member of the Executive Team and works in close partnership with the Chief Executive Officer. The role is responsible for translating organisational strategy into operational delivery, ensuring alignment with the Strategic Plan and organisational priorities. Strong alignment between the CEO and EDCHS with the Executive Team is critical to effective leadership, decision-making, and organisational performance.

In this role, the EDCHS will:

- Lead organisational performance across clinical services, operations, workforce, and financial outcomes
- Oversee clinical governance, risk management, and compliance with relevant standards and legislation
- Build and maintain effective relationships across the organisation and with external stakeholders, demonstrated capability to engage with an influence key stakeholders internally and externally
- Demonstrated ability to contribute to business planning processes and take full accountability for meeting budget requirements
- Translate strategy into clear operational priorities, ensuring delivery against organisational goals and long-term sustainable strong demonstrated capability in organizational change and change management

All roles at NRCH contribute to health equity outcomes.

### Who You Will Work With and Report To

**This role works under the leadership of:** Chief Executive Officer (CEO)

**This role works alongside:** Executive Team (including Chief People Officer and Chief Corporate Officer), Executive Assistant.

### Key Responsibilities — What You Will Be Trusted With

All roles at NRCH share the following core responsibilities. Role-specific responsibilities are outlined below.

#### Shared Responsibilities

- Maintain a strong focus on health equity. Consider how factors such as housing, income, culture, and lived experience shape the people accessing services, and apply this understanding in day-to-day decision-making.
- Build and sustain effective relationships. Approach interactions with clients, colleagues, and community partners with respect and authenticity, recognising that trust and continuity underpin service delivery.
- Contribute to a learning culture. Engage in reflective practice, remain open to feedback, and demonstrate curiosity about what is working and what is not, with a willingness to adapt approaches accordingly.

#### Role-specific responsibilities

##### Strategic & Operational Leadership

- Translate organisational strategy into clear operational priorities, ensuring alignment between the Strategic Plan and day-to-day service delivery
- Lead organisational performance across services, using data and service insights to inform decision-making and identify areas for improvement
- Analyse operations and team structures to improve effectiveness, scalability, and efficiency
- Plan, implement, and evaluate programs and initiatives to support service demand, growth, and sustainability

- Monitor performance and take corrective action where required, remaining responsive to emerging issues and changing conditions

#### **Executive Leadership & Culture**

- Operate as part of a cohesive Executive Team, prioritising alignment across portfolios over individual functional interests
- Embed the NRCH Ways of Working in leadership practice and across teams
- Set clear expectations and KPIs, and manage performance, including addressing underperformance constructively and in a timely manner
- Promote an ethical, psychologically safe, and purpose-driven workplace
- Maintain clear communication, morale, and stability during periods of growth, change, and uncertainty

#### **Clinical & Service Delivery Oversight**

- Provide oversight of clinical and service delivery to ensure alignment with organisational values, care standards, and service expectations
- Maintain accountability for clinical operations and risk management, ensuring compliance with relevant legislation, standards, and statutory obligations across service areas, including accreditation requirements
- Ensure services are appropriately resourced and responsive to client and community need
- Apply a Social Determinants of Health lens and broader system context to inform service design and direction

#### **Financial & Resource Management**

- Work with senior finance staff to develop and manage annual budgets, ensuring services operate within allocated financial parameters
- Maintain a strong understanding of funding agreements, contracts, and performance obligations to support ongoing funding and compliance
- Lead planning to ensure services are financially sustainable, efficient, and aligned with organisational priorities
- Support the development and expansion of revenue streams to strengthen financial sustainability

#### **Governance, Partnerships & External Engagement**

- Work effectively within governance structures, including engagement with Board and Committee processes
- Communicate organisational direction, priorities, and performance clearly to stakeholders
- Build and maintain strategic relationships with partners and external stakeholders
- Support collaboration across the organisation and reduce silos
- Represent NRCH with credibility, professionalism, and sound judgement

#### **Performance, Evaluation & Continuous Improvement**

- Drive delivery of outcomes aligned to organisational priorities, ensuring quality, timeliness, and accountability
- Foster a culture of performance, reflection, and continuous improvement across teams
- Support implementation of the Research and Evaluation Framework to ensure services are evidence-informed and demonstrate measurable outcomes
- Apply learning from both successful and unsuccessful initiatives to improve practice over time

**Key Selection Criteria — What You Will Bring**

<p><b>Qualifications</b></p>	<p>Postgraduate qualifications in a relevant health field Demonstrated experience in executive leadership roles (minimum five years)</p>
<p><b>Attributes, Qualities and Skills Essential</b></p>	<p>Three core attributes are expected across all roles:</p> <p><b>Commitment to health equity</b> Demonstrated understanding that health is shaped by social and structural factors beyond clinical care, and the ability to apply this understanding in decision-making and practice.</p> <p><b>A genuine investment in relationships</b> Proven ability to build trust with clients, colleagues, and community partners, and an understanding of how this influences outcomes.</p> <p><b>Curiosity and reflective practice</b> Openness to feedback, capacity for critical self-reflection, and evidence of adapting practice based on insight and learning.</p> <p><b>Role-specific attributes, skills and experience</b></p> <p><b>Adaptability</b> Ability to operate effectively in a complex and changing environment, with the capacity to prioritise competing demands and maintain sustainable work practices.</p> <p><b>Health sector context</b> Understanding of the health, social, and policy environment in which the community health sector operates.</p> <p><b>Problem-solving and judgement</b> Ability to identify issues early, anticipate risks, and implement practical and sustainable solutions.</p> <p><b>Business acumen</b> Capacity to operate within resource constraints, identify revenue opportunities, and align service delivery with community need.</p>

**Our Shared Values — What This Means for Every Role**

All roles at NRCH — clinical, administrative, and executive — are grounded in our shared values. These values guide how we work with clients, each other, and our community, and are expected to be demonstrated consistently in practice.

**Making a Difference**

Focus on improving outcomes for the community by delivering care that is responsive to what matters to

people. Work in partnership with clients, recognising their agency in shaping their own health and wellbeing, and ensuring care is informed by listening, respect, and lived experience.

**Being Courageous**

Approach work with curiosity and a willingness to reflect, adapt, and improve. Contribute to a learning culture through honest reflection, using evidence and outcomes to inform decisions, and committing to continuous improvement in practice.

**Working Together**

Build strong, respectful relationships with clients, colleagues, and partners. Recognise that trust, consistency, and genuine engagement are central to effective care and outcomes. Apply NRCH's Ways of Working in collaboration and service delivery, ensuring approaches are aligned, responsive, and grounded in shared practice.

**Embracing Diversity**

Support inclusion and belonging for all people. Respect different experiences and perspectives, and create environments where individuals feel safe, valued, and not judged.

**Compliance Essentials**

The following requirements apply to all NRCH staff:

- ✔ Police Check: Current National Criminal History Check required prior to employment, renewed every three years. International Police Check required if you've lived overseas in the past 10 years.
- ✔ Working With Children Check: Required if the role involves child-related work.
- ✔ Mandatory Immunisation: Evidence of required immunisations as per Victorian legislation, prior to commencement.
- ✔ Probation and Reviews: Six-month probationary period, with annual performance reviews.
- ✔ Job Demands Checklist: Acknowledgement of the physical and psychosocial demands of the role.
- ✔ Policies and Procedures: All staff follow NRCH policies including Code of Conduct, OHS, infection control, risk management, and child safety obligations.

**Enquiries:** [peopleandculture@nrch.com.au](mailto:peopleandculture@nrch.com.au)

### Job Demands Checklist

NRCH endeavours to provide a safe working environment for all staff. The table below describes the physical and psychosocial demands of this role. Applicants must review this information before applying.

Frequency Definitions		
<b>I</b>	Infrequent	Activity may be required very infrequently
<b>O</b>	Occasional	Activity required occasionally, not necessarily all shifts
<b>F</b>	Frequent	Activity required most shifts, up to 50% of the time
<b>C</b>	Constant	Activity exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A</b>	Not Applicable	Activity not performed

Physical Demands						
Demand	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required				x	
Bending	Forward bending from waist		x			
Kneeling	Remaining in a kneeling position	x				
Lifting/Carrying (light)	Light lifting and carrying		x			
Lifting/Carrying (moderate)	Moderate lifting and carrying		x			
Assisted lifting	Mechanical, equipment, or person assist	x				
Climbing/Working at Heights	Ascending/descending ladders, steps					x

Pushing/Pulling	Moving objects e.g. trolleys, wheelchairs	x				
Reaching	Arms fully extended or raised above shoulder	x				
Fingers/Hands/Arms	Repetitive movements e.g. keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping	x				
Driving	Operating a motor vehicle		x			

### Psychosocial & Environmental Demands

Demand	Description	I	O	F	C	N/A
Distressed People	Highly emotional people e.g. grief, emergency situations			x		
Aggressive/Unpredictable People	Raised voices, swearing e.g. drug/alcohol, mental illness			x		
Distressing Situations	E.g. delivering bad news, extreme injuries		x			
Security Concerns	Concerns about safety and security performing duties		x			
Noise	Environmental noise requiring raised voice to be heard		x			
Biological Hazards	Exposure to body fluids or infectious diseases (PPE)	x				

### Mandatory Employment Requirements

**Police Checks:** A satisfactory National Criminal History Check is required prior to employment and every three years thereafter. International Police Checks are required where the incumbent has lived overseas within the past 10 years.

**Mandatory Immunisation:** All staff must demonstrate evidence of mandatory immunisations prior to commencement. Requirements are determined by the risk category of the position.

**Working With Children Check:** Required for staff engaged in child-related work (not otherwise exempt under the Worker Screening Act 2020), prior to employment and every five years.

### Declaration

I understand and have read the above Position Requirements and hereby declare that I am:

- Suitably qualified and experienced to undertake the duties described herein; and
- Physically able to undertake the duties herein described without modification.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE NAME:  
\_\_\_\_\_