



**searchlight group**

executive recruitment & advisory



Candidate Information Pack

Executive Manager Health Promotion Systems

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## ABOUT VICHEALTH

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### **We aim to create a Victoria where everyone can enjoy better health and wellbeing.**

The Victorian Health Promotion Foundation (VicHealth) is a pioneer in health promotion – helping people to increase control over and improve their health. Our primary focus is promoting good health and preventing chronic disease, using a systems approach. We are the world’s first health promotion foundation, and the first organisation of its kind to utilise a hypothecated tax on tobacco to support independent, long-term, evidence-based health promotion practice, partnerships and leadership.

We continue to be a global leader, as a Collaborating Centre with the World Health Organization and as a technical partner to UNICEF, creating and funding world-class initiatives, supporting Victoria's health promotion sector to deliver systems change and collective impact, backing vital research to advance Victoria’s population health, producing public campaigns to promote a healthier Victoria, and providing transformational expertise and insights to government.

Looking to the future and following the launch of our multi-year strategy in 2023, we are on a journey to better serve Victorian communities by working with, through and for them, and by positively impacting the systems within which we all live, work and play.

<https://www.vichealth.vic.gov.au/resources/vichealth-strategies/strategy-2023-2033>

Read more about our work at [www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

Of all the things we do, above all we seek to make health gains among Victorians by pre-empting and targeting improvements in health across our population, fostered within the day-to-day spaces where people spend their time, and with benefits to be enjoyed by all.

VicHealth is entering an exciting chapter. Our Chief Executive Officer joined the organisation approximately 12 months ago, bringing renewed energy to VicHealth's leadership and strategic direction. Government funding has recently been confirmed for a further 12 months, providing the platform to continue delivering the multi-year strategy and the meaningful impact it is generating for Victorians.

#### Funding

VicHealth is a Victorian statutory authority constituted under the Tobacco Act 1987. Additionally, VicHealth periodically receives special funding from various Government entities to deliver specific programs. VicHealth acknowledges the support of the Victorian Government

Annual Report 2024/25: <https://www.vichealth.vic.gov.au/about-us/annual-reports>

# VICHEALTH'S MISSION, STRATEGY AND STAKEHOLDERS

VicHealth's multi-year strategy sets out an ambitious systems-change agenda — one that goes beyond individual behaviour and program delivery to reshape the environments, policies and structures that shape health.

Our strategy is built on a recognition that health inequity is not inevitable. By working across three core systems — neighbourhood and built, commercial and economic, and food — VicHealth aims to address the upstream drivers of poor health and create conditions where all Victorians can thrive.

The three strategic lenses that guide this work are:

- Climate justice- acknowledging the profound relationship between environmental health and human health
- Community agency- centring the voices and self-determination of communities in design and delivery
- Intergenerational wellbeing- investing in the long-term health of future Victorians

Strong working relationships with stakeholders are vital to ensure VicHealth can help Victorians live healthier, happier lives. We support our stakeholders by amplifying their efforts towards our shared health promotion aims.

Improving health is a collective responsibility. We take this seriously by working in partnership with all sectors as a trusted, independent source of evidence-based practice and advice. We bring together diverse stakeholders, in a range of different settings to create shared solutions. Our partners come from many sectors, including all levels of government, non-government organisations, health, sport, research, media, education, the arts, industry and local communities.

In 2023–24, VicHealth funded 436 organisations with \$29.7 million for investment into programs designed to improve the well-being of Victorians and, in particular, those facing the greatest barriers to good health due to structural and systemic factors. These organisations were comprised of metro, regional and outer regional organisations across Victoria.

The Executive Manager, Health Promotion Systems plays a central role in turning this strategy into reality — leading a team of ~25 people and holding shared responsibility for approximately \$30 million in annual expenditure.

VicHealth also has a number of international partnerships giving us the opportunity to build the capacity of existing and new health promotion organisations in the Western Pacific Region through technical support and mentoring, as well as hosting international delegations, forging new partnerships in health and sharing information and resources.

- **World Health Organization Collaborating Centre for Leadership in Health Promotion**
- **International Network of Health Promotion Foundations**

***For every \$1 invested,  
health protection and  
promotion interventions  
return an average of  
\$14.30 in benefits.***



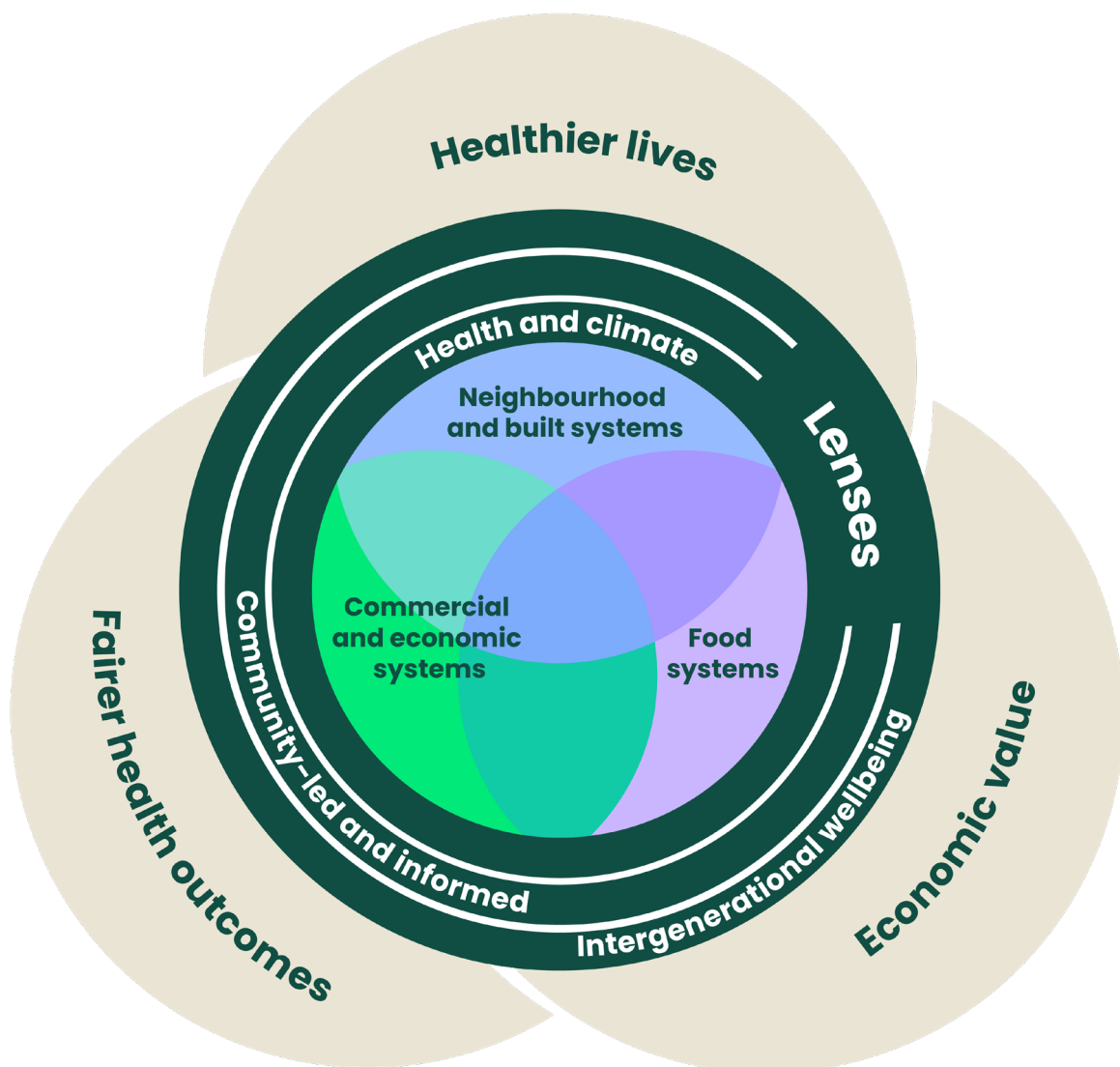
# A new approach to health promotion

**In developing a 10-year vision for transformation, VicHealth is looking to evolve its approach to health promotion with a new framework for transformation.**

VicHealth will work to reshape 3 key systems. These are critical for delivering on the 3 aspirations – healthier lives, economic value, fairer health outcomes – and the overall vision for a fairer and healthier Victoria.

Health equity is embedded throughout, via 3 strategic lenses – health and climate; community-led and informed; intergenerational wellbeing.

This approach will focus on the systems where health promotion action and investment can add significant value and, with partners, address multiple systemic barriers to good health.



## A vision for Victoria

A **healthier, fairer Victoria**, where all Victorians benefit from good health and have the opportunity to thrive.

### VicHealth’s purpose

To **reduce and eliminate barriers to good health** by working with Victorians and Victorian communities who face the greatest systemic inequity.

### VicHealth’s role

To build and use **VicHealth’s influence, independence, relationships, voice, and expertise** to reshape the systems that improve health and wellbeing for all Victorians.

### Ten-year aspirations

#### 1. Health

Deliver healthier, longer lives for all Victorians.

#### 2. Economy

Deliver value to the Victorian healthcare system and economy.

#### 3. Equity

Drive fairer health outcomes with and for Victorian communities.

### VicHealth’s plan for transformative change

Reshaping systems



**1. Neighbourhood and built systems**



**2. Commercial and economic systems**



**3. Food systems**

Strategic lenses

**Health and climate**



**Community-led and informed**



**Intergenerational wellbeing**



### VicHealth’s levers for transformative change



**People**



**Policy**



**Programs**



**Partnerships**



**Place**



## ASPIRATION 1

### Health – Deliver healthier, longer lives for all Victorians.

Accelerate Victoria’s progress toward the Global Goal, with a one-third reduction in the leading chronic diseases affecting communities.

#### WHY

In Victoria, one in two adults have been diagnosed with at least one leading chronic disease, a statistic that increases to four in five for those aged over 65.<sup>1</sup> Chronic diseases, such as cancer, cardiovascular disease, diabetes, and mental health, are the leading cause of preventable premature death in Victoria<sup>2</sup> and significantly impact the quality of life for many Victorians. This especially affects people experiencing the greatest health inequities and the poorest health outcomes.

VicHealth will focus on interventions that contribute to reducing rates of preventable chronic disease. This will be an important factor in accelerating Victoria’s progress towards the internationally endorsed UN Sustainable Development Goal of reducing by one third premature deaths resulting from leading chronic diseases.<sup>3</sup>



## ASPIRATION

### Economy – Deliver value to the Victorian healthcare system and economy.

Generate benefits of at least \$1 billion to the Victorian economy and society, through promoting good health and preventing disease.

#### WHY

Each year chronic disease costs the Australian healthcare system over \$46 billion in treatment and support<sup>4</sup>; Australians an estimated \$20 billion through lost income; and the broader Australian economy over \$12 billion in lost tax and additional welfare.<sup>5</sup> The costs are significant, and nearly a third of chronic disease is preventable.<sup>6</sup> Even a small reduction would create significant benefits to the health and quality of life of Victorians.

This aspiration focusses on the significant opportunity of investment in health promotion and prevention action, providing clear, measurable benefits to the health of Victorians and to the critical system that protects them.



## ASPIRATION 3

### Equity – Drive fairer health outcomes with and for Victorian communities.

Commit at least 30% of VicHealth’s health promotion budget to investing in action with priority communities.

#### WHY

This aspiration recognises that health is shaped by a number of overlapping factors, from race, ethnicity, gender, ability, age and sexual orientation to income, education, and geography.

This complexity is important in identifying and targeting actions for a fairer Victoria. Ultimately, systemic, and structural inequity for many in the Victorian community is a reality that the health system cannot ignore, and VicHealth is publicly committing to focus a substantial amount of its resources to addressing systemic inequity. Victoria cannot flourish without good health or a fairer society.

<sup>1</sup> Australian Institute of Health and Welfare (2022); Chronic conditions and multimorbidity; <https://www.aihw.gov.au/reports/australias-health/chronic-conditions-and-multimorbidity>

<sup>2</sup> Australian Institute of Health and Welfare (2022); Deaths in Australia; <https://www.aihw.gov.au/reports/life-expectancy-death/deaths-in-australia/contents/leading-causes-of-death>

<sup>3</sup> United Nations (2015); Sustainable Development Goals; <https://sdgs.un.org/goals/goal3>

<sup>4</sup> Australian Institute of Health and Welfare (2019); Disease expenditure in Australia 2019-20; <https://www.aihw.gov.au/reports/health-welfare-expenditure/disease-expenditure-in-australia-2019-20/contents/summary>

<sup>5</sup> Schofield D, Shrestha RN, Cunich MM, et al. (2016); Economic costs of chronic disease through lost productive life years (PLYs) among Australians aged 45– 64 years from 2015 to 2030: results from a microsimulation model; <https://bmjopen.bmj.com/content/bmjopen/6/9/e011151.full.pdf>

<sup>6</sup> Australian Institute of Health and Welfare (2016); Australian Burden of Disease Study: impact and causes of illness and death in Australia 2011; <https://www.aihw.gov.au/reports/burden-of-disease/abds-impact-and-causes-of-illness-death-2011/contents/highlights>

## ABOUT THE ROLE

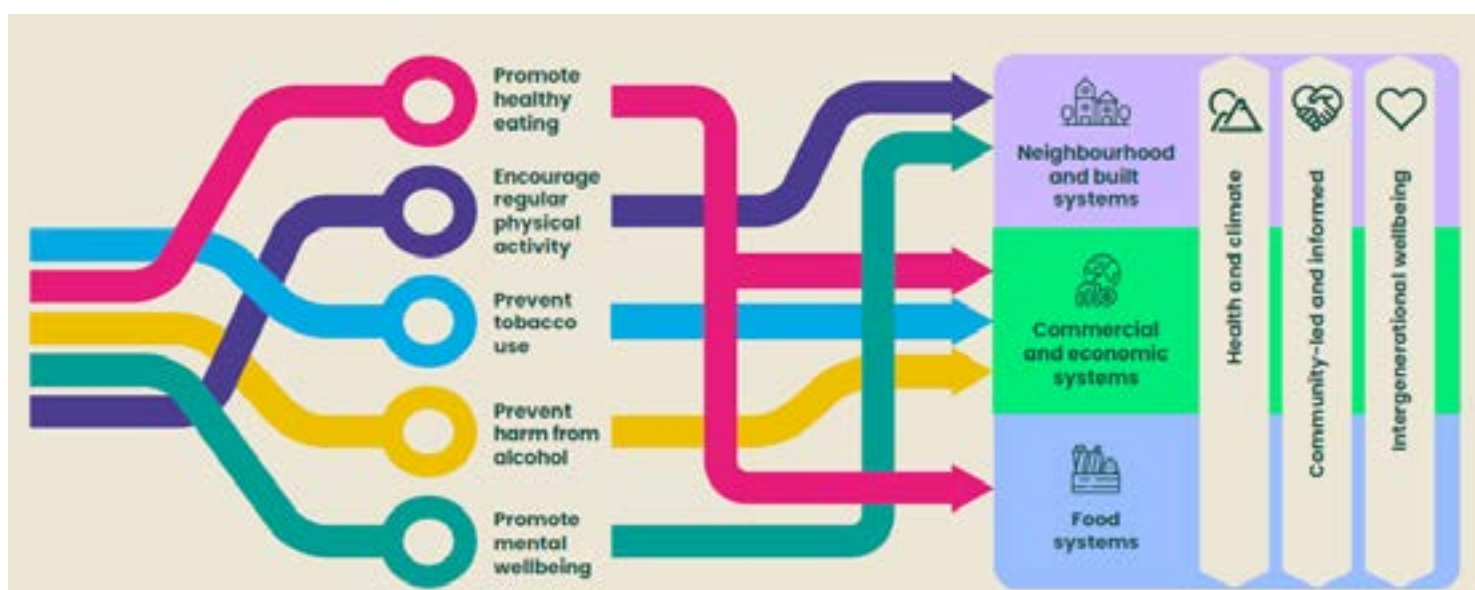
*The Executive Manager, Health Promotion Systems leads an engaged, diverse and highly-skilled team to execute strategy and deliver VicHealth's state-wide health promotion activities. This is a senior leadership role at the heart of VicHealth's mission.*

The role is responsible for:

- Clear, ambitious and strategic leadership; championing a focus on impact, systems thinking and better ways of working that drive a high performance and care culture
- Providing direction and oversight to VicHealth's efforts in developing, implementing and iterating evolving models of systems-based health promotion at scale, including through local government and regional partners
- Leading the design and execution of systems-focused investments to maximise outcomes across the health promotion spectrum
- Building strong partnerships across the broad health promotion sector to ensure VicHealth's work is well positioned to lead, complement, support and advance collective impact
- Supporting VicHealth's First Nations Health Promotion team to continue to build strong relationships with Aboriginal and Torres Strait Islander communities across Victoria
- Organisation-wide leadership to optimise the efficiency, learning and impact of each activity and investment

### Scope

|                  |   |
|------------------|---|
| <b>Financial</b> | Shared responsibility across three Executives; approximately \$30 million per annum |
| <b>People</b>    | Direct: 4 managerial positions plus EA   Indirect: 20–25 positions                  |



# ABOUT YOU

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You are a health promotion expert and executive leader who wants to see your work make a tangible difference in the lives of Victorians. You bring significant experience driving health promotion reform at scale and across systems. Within the public health and health promotion sectors, you'll be a respected voice and compelling communicator. You bring the diversity of your lived experience to your work.

## Key Selection Criteria Qualifications and Experience

- A demonstrated record of public health and health promotion leadership, with substantial experience in leading and delivering evidence-based programs with a systems change or collective impact focus
- Relevant tertiary qualifications. Postgraduate qualifications in health promotion, public health, health or social policy, community development, medicine or allied health, or related fields
- Experience at senior or executive management level gained leading similar-sized teams within a knowledge-based organisation
- A demonstrated track record working within the community sector, with strong methodologies and genuine respect for and engagement with communities
- Experience in relations with senior sector leaders, public speaking and with broadcast media (desirable)

## Visionary Thinking

- Energises, inspires and engages teams around VicHealth's purpose and strategic vision
- Generates innovative approaches to advancing health promotion and systems change for impact
- Well-developed future orientation — able to anticipate issues and drive the organisation forward

## Strategic Acumen

- Strong focus on results and the delivery of agreed positive health and wellbeing outcomes for Victorians
- Effectively translates strategic directions into operational plans and day-to-day activities
- Demonstrated experience enabling effective, collaborative decision-making

## Ethical Leadership

- Acts as a role model of executive level behaviours across all levels of the organisation and externally
- Uses influencing skills to affect beliefs, behaviours and actions of others
- Able to deal constructively with conflict and differences in opinion

## Collaboration and Team Building

- Develops and maintains strong, positive partner and stakeholder relationships
- Continually seeks opportunities to build the capacity of the health promotion sector in Victoria
- Actively develop team members through performance appraisals, developmental opportunities, coaching and training

## Cultural Competency

- Takes a systems approach to addressing issues around cultural safety
- Strong understanding and experience in equity and diversity, obtained through working with diverse communities

## First Nations engagement

- Building and maintaining respectful and effective relationships with First Nations staff and stakeholders
- Progressing self-determination approaches for First Nations communities

## Adaptability

- Adjusts thinking and strategies in response to new situations
- Models the constructive behaviour expected of others at times of intense pressure
- Has the capacity to bounce back from setbacks and challenges

## HOW TO APPLY AND KEY DATES

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Searchlight Group is managing this process on behalf of VicHealth. We would be delighted to hear from candidates who bring the capabilities described in this document, and who are genuinely motivated by the opportunity to contribute to VicHealth's next chapter.

### To apply, please provide:

- A cover letter (no more than two pages) outlining your specific skills and experience relevant to the capabilities identified in this document, and why you are motivated to join VicHealth. **You are not required to address all of the selection criteria separately.**
- A current curriculum vitae / resume

**Applications must be submitted via the link: <https://searchlightgroup.com.au/jobs/executive-manager-health-promotion-systems/>**

Please contact Michael Holdway, Managing Director, Searchlight Group, with any questions that you may have and/or for a confidential discussion.

Ph: 0400 006 513.

### Key Dates

- Applications close at midnight on Wednesday 17th June 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 a virtual platform (Zoom, Teams).
- Shortlisted candidates for panel interviews held by VicHealth will be notified accordingly including date/ time and location. Candidates may be asked to attend interviews in person. Travel arrangements will be discussed at the time if from outside of Victoria.
- Reference, qualification and police checks of preferred candidate (s) will take place after panel interviews.
- Candidates may also be required to disclose any interests that may affect their ability to perform in the role.

Candidates will be updated on their status at key decision points during the process. Please note that an Executive Search is being undertaken by Searchlight Group concurrent to the public advertisements.

### Links

**Annual Reports: <https://www.vichealth.vic.gov.au/about-us/annual-reports>**

**Website: <https://www.vichealth.vic.gov.au/>**



## Position Description

**Position Title:** Executive Manager, Health Promotion Systems

Group / Office: Health Promotion Systems

Tenure: Executive Contract (Limited Tenure)

Full Time Equivalent: Full time 1.0 FTE

Classification: Executive Manager

Location: 2/355 Spencer Street, West Melbourne 3003

Reports to: Chief Executive Officer

### About the work

We are the world's first health promotion foundation, and the first organisation of its kind to utilise a hypothecated tax on tobacco to support independent, long-term, evidence-based health promotion practice, partnerships and leadership.

VicHealth works to reduce and eliminate the barriers Victorians face to good health. This purpose drives all that we do and who we are.

We continue to be a global leader in health promotion, as a Collaborating Centre in Health Promotion Leadership with the World Health Organization and a technical partner to UNICEF.

Through world-class research, our work with, through, and for communities, and our strategic partnerships at all levels of government in Australia, we aim to build and use VicHealth's influence, independence, relationships, voice and expertise to reshape the systems that improve health and wellbeing for all Victorians.

The three core systems are neighbourhood and built systems, commercial and economic systems and food systems. Our work in these systems is aimed at addressing growing health inequities, and VicHealth's approach reflects three dimensions: climate justice, community agency, and intergenerational wellbeing.

### Purpose of the role

The Executive Manager, Health Promotion Systems is a senior leader and change agent who enables the execution of strategy and supports and delivers the health promotion capacity of VicHealth via:

- Clear, ambitious and strategic leadership; championing a focus on impact, systems thinking and better ways of working, underpinned by health equity, that drive a high performance and care culture for better health and wellbeing outcomes for the people of Victoria.
- Providing direction and oversight to VicHealth's continuing efforts to develop, implement and iterate evolving models of systems-based health promotion at scale, including through local government and regional partners.

## Position Description

- Lead the execution of systems-focused investments to maximise outcomes across the health promotion spectrum.
- Strong partnerships across the broad health promotion sector, including government departments and funded and non-funded agencies, to ensure VicHealth's health promotion systems work is well positioned to lead, complement, support and advance collective impact.
- Organisation-wide leadership to optimise the efficiency, learning, and impact of each activity and investment.

You will work constructively and collaboratively with the VicHealth Board, CEO and other members of the Executive Management team and across the organisation. You will to develop and nurture excellent relationships internally and key external stakeholders, including staff in government departments and agencies, and drive high-performance and outcomes for Victorians.

You must be a clear communicator for VicHealth's strategy purpose and aspirations, be able to maintain productive relationships with stakeholders and represent VicHealth in a professional manner at all times.

### Scope of the role

|           |  |
|-----------|--|
| Financial | As per VicHealth Delegation Policy. With shared responsibility across three Executives, expenditure is around \$29 million per annum |
| People    | Direct: 4 managerial positions, plus EA<br>Indirect: 20-25 positions   |

### Main Role Responsibilities

| Functions   | Activities  |
|---|---|
| <b>Strategic development and implementation</b>   | <ul style="list-style-type: none"> <li>• Guide the approaches to delivering VicHealth's strategy for 2023-2033, and lead their development</li> <li>• Ensure deep integration of health promotion knowledge, systems thinking and systems change, and health equity across the entirety of VicHealth's work</li> <li>• Oversee the delivery of a strong portfolio of health promotion partnerships, placing the community at the centre of processes and decisions</li> <li>• Scan the external environment to understand how to best position VicHealth's strategic direction and system-wide change levers for collective impact, including leveraging Victorian government public health and related policies</li> </ul> |
| <b>Program design, development and evaluation</b> | <ul style="list-style-type: none"> <li>• Work collaboratively with stakeholders, partners and VicHealth teams to lead the execution of program investment and partnership activities to maximise outcomes for Victorians</li> </ul>   |

## Position Description

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|--|--|
| <p><b>(including grant rounds)</b></p>       | <ul style="list-style-type: none"> <li>• Work across all VicHealth groups to ensure the design of aligned, complementary, evidence informed initiatives including person centred delivery, rigorous evaluation models, and best practice communications.</li> <li>• Set targets and priorities for program design, development and delivery, in line with VicHealth’s strategy, values and aspirations.</li> <li>• Provide executive oversight and impact measurement to grant-making activity, processes and systems, informed by VicHealth’s Impact and Evaluation Framework</li> <li>• Identification of potential opportunities for innovation and improving the efficiency and effectiveness of VicHealth’s operations</li> </ul> |
| <p><b>Executive Management</b></p>           | <ul style="list-style-type: none"> <li>• Ensure clear mechanisms for strategic partnerships, accountability, decision making and prioritization, progress and outcomes measurement, and continuous learning to support the team in the delivery of VicHealth’s multi-year strategy</li> <li>• Collaborate with other executives on key strategic issues, including identification of risks and contribute to cross organisational solutions</li> <li>• Acts as a role model of executive level behaviours to direct reports, indirect reports, other VicHealth staff and external partners</li> </ul>  |
| <p><b>Leadership and Team Management</b></p> | <ul style="list-style-type: none"> <li>• Provide clarity in role objectives and key performance indicators and mentor and support team members to achieve their goals</li> <li>• Actively develop team members through performance appraisals, developmental opportunities, coaching and training</li> <li>• Build current and future leadership, technical and management capability</li> </ul>   |
| <p><b>External Media and Events</b></p>      | <ul style="list-style-type: none"> <li>• Act as a spokesperson for the organisation in external media, across a range of platforms.</li> <li>• Communicate confidently on behalf of VicHealth at strategic events and external conferences</li> <li>• Ensure messaging is consistent and congruent with CEO and Board decisions</li> </ul>   |
| <p><b>Corporate Governance</b></p>           | <ul style="list-style-type: none"> <li>• Ensure the group adheres to corporate governance procedures and operates in accordance with VicHealth’s standard organisational processes</li> <li>• Effective liaison with stakeholders, particularly government departments and funding partners</li> <li>• Ensure all grant rounds are assessed by external Advisory Panels (as per the Governance review) and that selection of grant recipients is transparent</li> <li>• Ensure timely and accurate compliance and performance reporting on each team’s activities</li> </ul>   |
| <p><b>Teamwork</b></p>                       | <ul style="list-style-type: none"> <li>• Approaches activities, decisions and outcomes collaboratively</li> <li>• Contributes to the development of a highly effective team by sharing knowledge and experiences, and participating in, and</li> </ul>   |

## Position Description

|  |   |
|--|---|
|  | contributing to, all organisational meetings, working groups, or teams  |
| <b>First Nations engagement</b>                  | <ul style="list-style-type: none"> <li>• Furthering VicHealth's health equity agenda by actively engaging with, and advocating for, the health of First Nations communities</li> <li>• Supporting First Nations self-determined priorities</li> </ul>   |
| <b>Equity and Diversity</b>                      | <ul style="list-style-type: none"> <li>• Contribute to maintaining an environment where differences are valued, encouraged and supported</li> <li>• Support VicHealth's commitment to embedding the principles of its Diversity, Equity and Inclusion Policy in workplace culture, language, behaviour, decision-making and stakeholder engagement</li> </ul> |
| <b>Governance, Risk, Behaviour &amp; Conduct</b> | <p>Act in accordance with:</p> <ul style="list-style-type: none"> <li>• The Code of Conduct for Victorian Public Sector Employees as detailed in the <i>Public Administration Act 2004</i> (Vic)</li> <li>• VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet</li> </ul>   |
| <b>Occupational Health and Safety</b>            | <ul style="list-style-type: none"> <li>• Take reasonable care at all times for their own health and safety and that of others who may be affected by their conduct</li> <li>• Is responsible at all times for maintaining a safe and healthy work environment for all</li> </ul>  |

## Position Description

### Key Selection Criteria (Knowledge, experience and skills)

|                                      |  |
|--------------------------------------|--|
| <b>Qualifications and experience</b> | <ul style="list-style-type: none"> <li>• Demonstrated record of public health and health promotion leadership, with substantial experience in leading and delivering evidence-based programs</li> <li>• Relevant tertiary qualifications. Postgraduate qualifications in health promotion, public health, health or social policy, community development, medicine or allied health, or related fields</li> <li>• Demonstrated equivalent experience in systems leadership, public policy, or applied research translation</li> <li>• Experience at a senior or executive management level gained leading similar sized teams, within a knowledge-based organisation</li> <li>• Demonstrated track record working within the community sector, bringing strong methodologies and a clear respect and engagement with communities</li> <li>• Experience dealing with broadcast media (desirable)</li> </ul> |
| <b>Visionary thinking</b>            | <ul style="list-style-type: none"> <li>• Energises, inspires and engages their team around VicHealth's purpose and strategic vision</li> <li>• Generates innovative approaches relevant to advancing health promotion and championing the development and implementation of systems change for impact</li> <li>• Well-developed future orientation, so can anticipate issues and drive the organisation forward</li> <li>• Strong change management leadership skills</li> </ul>   |
| <b>Strategic acumen</b>              | <ul style="list-style-type: none"> <li>• Strong focus on results and the delivery of agreed positive health and wellbeing outcomes for Victorians</li> <li>• Experience engaging leaders and staff in integrated planning across internal teams</li> <li>• Effectively translates strategic directions into the operational plans and day-to-day activities required to achieve overall organisational and team goals</li> <li>• Demonstrated experience in enabling effective, collaborative decision-making</li> </ul>   |
| <b>Ethical Leadership</b>            | <ul style="list-style-type: none"> <li>• Acts as a role model of executive level behaviours to direct and indirect reports, other VicHealth staff and external partners</li> <li>• Champions employee wellbeing and effective change management as core enablers of organisational impact</li> <li>• Asks curious and challenging questions, and engages the capabilities of team members in developing solutions that take VicHealth forward</li> <li>• Able to deal constructively with conflict and differences in opinion</li> <li>• Uses influencing skills to affect behaviours or actions of others</li> </ul>  |

## Position Description

|  |  |
|--|--|
| <b>Collaboration &amp; team building</b> | <ul style="list-style-type: none"> <li>• Able to enlist the aid and support of others in the accomplishment of work</li> <li>• Contributes to the development of a highly effective team by sharing knowledge and experiences, and participating in, and contributing to, all relevant organisational meetings, working groups, or teams</li> <li>• Develops and maintains strong, positive partner, stakeholder and supplier relationships and outcomes</li> <li>• Continually seeks opportunities to build the capacity of the health promotion sector in Victoria</li> <li>• Develops a positive team culture that embraces efficient, productive and collaborative work practices</li> </ul> |
| <b>First Nations competency</b>          | <p>Demonstrate proven professional experience in:</p> <ul style="list-style-type: none"> <li>• Building and maintaining respectful and effective relationships with First Nations staff and stakeholders</li> <li>• Positively engaging with teams on First Nations priorities</li> <li>• Progressing self-determination approaches for First Nations communities</li> <li>• Working collaboratively with peak bodies, ACCOs, ACCHOs, and other First Nations organisations and community representatives</li> <li>• Demonstrating culturally informed practice through ongoing relationship-building, consultation, and accountability.</li> </ul>  |
| <b>Cultural competency</b>               | <ul style="list-style-type: none"> <li>• Takes a systems approach to addressing issues around cultural safety and anti-racism practice in the workplace</li> <li>• Has strong experience in equity and diversity, obtained through working with and through diverse communities</li> <li>• Demonstrated commitment to ongoing development through self-reflection</li> </ul>   |
| <b>Adaptability</b>                      | <ul style="list-style-type: none"> <li>• Considers activities, decisions and outcomes from the perspective of making things work better</li> <li>• Adjusts thinking and mental strategies in response to new situations</li> <li>• Provides clarity in role objectives and key performance indicators, particularly considering changing circumstances</li> <li>• Models the constructive behaviour expected of others at times of intense pressure</li> <li>• Has the capacity to bounce back from setbacks and challenges</li> </ul>   |

The incumbent will be required to provide VicHealth with a National Police Check and will annually be required to declare any Conflicts of Interest and complete a Declaration of Private Interests Form. This position description was created / updated on **26/05/2026** and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work-related travel to visit other stakeholders or attending conferences, including working from locations other than the VicHealth office. Additionally, occasional work outside core business hours may be required.

# Health Promotion Systems Organisation Chart

CEO

Executive Assistant

Executive Manager

