

## Position Description

<b>Position Title:</b>	<b>Assistant, Strategy, Policy &amp; Impact Group</b>
Position Number:	900344
Group / Office:	Strategy, Policy & Impact Group
Tenure:	Ongoing
Full Time Equivalent:	Part Time .80 FTE
Classification:	VicHealth Grade B (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne, 3003
Reports to:	Manager, Research and Impact
Further information:	Introducing VicHealth <a href="http://www.vichealth.vic.gov.au">www.vichealth.vic.gov.au</a>

VicHealth welcomes and values applications from candidates who are of Aboriginal and Torres Strait Islander descent, candidates with culturally diverse backgrounds, candidates with disability and those from the LGBTQIA+ community. We are committed to making reasonable adjustments to ensure a safe and healthy working environment.

### About The Victorian Health Promotion Foundation (VicHealth)

VicHealth's purpose is to reduce and eliminate barriers to good health by working with Victorians and Victorian communities who face the greatest systemic inequity. 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 in health promotion, as a Collaborating Centre in Health Promotion Leadership with the World Health Organization.

Through world-class research, our work with 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. VicHealth's 10-year strategy has a vision to transform Victoria's health outcomes and evolve our approach from tackling individuals' behaviours and determinants of health to reshaping systems for a healthier, fairer Victoria. The three core systems are neighbourhood and built systems, commercial and economic systems and food systems. Our work in these systems is aimed at combatting increasing health inequity, and VicHealth's approach reflects three dimensions: climate justice, community agency, and intergenerational wellbeing.

### Strategy, Policy and Impact Group

The Strategy and Impact Group consists of four teams: Research and Impact, Policy and Government Relations, Place-based Approaches and Investments and Partnerships. These teams have a critical role in supporting delivery of VicHealth's Strategy and reporting on its impact.

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### Purpose of the role

The Assistant, Strategy, Policy & Impact will contribute to the health promotion capacity of VicHealth by:

- Providing project administrative support across the Strategy, Policy & Impact Group.
- Where required, assisting with the implementation of grant rounds and other major projects, by providing administrative support.

The Assistant, Strategy, Policy & Impact has a close working relationship with the Manager, Research & Impact and the broader, Strategy, Policy & Impact Group and is expected to develop and nurture excellent relationships across VicHealth and with key external stakeholders, including staff in government departments and agencies. In order to achieve this, the person in this role must be able to provide efficient and effective liaison; maintain relationships with internal stakeholders; and represent VicHealth in a professional manner at stakeholder events.

### Scope of the role

Financial	As per VicHealth Delegation Policy
People	None

### Cultural and Professional Standards

The VicHealth Employee Culture Charter guides behaviour by outlining those key principles that set the cultural and professional standards to which all VicHealth staff commit.

To support the ways of working, these behaviours include:

1. **Trust:** working competently with VicHealth’s vision, strategy and goals in mind; open, supportive, consistent and respectful communication with internal and external audiences; and working in a way that gains the ongoing respect and continued trust of partners and stakeholders.
2. **Challenge:** being open to doing things differently, to new ideas and processes; embracing change and being comfortable with ambiguity; and resolving conflict constructively.
3. **Accountability:** doing what we say we are going to do; owning our performance and outcomes for the benefit of VicHealth and stakeholders; being a role model for the staff we lead or supervise and for other staff; and encouraging growth in others.
4. **Results:** helping others at all levels, even if outside the scope of our role; being efficient and effective with stewardship of VicHealth assets and funds; and striving to maximise our collective impact.

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### Main Role Responsibilities

<b>Functions</b>	<b>Activities</b>
<b>Project administration</b>	<ul style="list-style-type: none"> <li>• Provide project administration support, including maintaining systems and files, preparing documents and reports, updating information on relevant platforms, coordinating meetings, and supporting events.</li> <li>• Support projects and grant rounds, liaising with internal and external stakeholders to ensure smooth delivery.</li> <li>• Use internal systems to track deliverables and financial milestones, process payments, and support reporting.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Contribute to regular and transparent communication that supports both internal and stakeholder engagement and participation.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Collaborate with others, share knowledge and experience, and value teamwork over individual effort.</li> <li>• Participate, be dependable and follow through on commitments.</li> <li>• Listen to, value and integrate diverse perspective and ideas.</li> <li>• Apply work practices and approaches consistent with established VicHealth processes and identify opportunities for improvement.</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>• Always maintain VicHealth's ideals of cultural diversity in the workplace.</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 Public Administration Act 2004 (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>• Responsible at all times for maintaining a safe and healthy work environment for all.</li> </ul>

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

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Relevant qualification at Advanced Diploma level. and/or some demonstrable experience working in a project support role.</li> <li>• Demonstrated ability to learn new approaches and apply them in practice.</li> </ul>
<b>Project administration</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to maintain organised administrative systems, including document preparation, version control, reporting, and maintaining accurate project records.</li> <li>• Experience providing project support including organising meetings, taking minutes, coordinating events and liaising with stakeholders.</li> <li>• Experience tracking financial milestones and process payments and financial milestones.</li> </ul>
<b>Written and verbal communication</b>	<ul style="list-style-type: none"> <li>• Strong communication skills with the ability to build effective relationships with a wide range of stakeholders.</li> <li>• Confidently conveys ideas and information in a clear way and structures written communications effectively.</li> <li>• Listens, understands and adapts communications to different audiences.</li> <li>• Welcomes and provides constructive feedback.</li> <li>• Handles difficult and sensitive communications well.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Commits to team objectives.</li> <li>• Works collaboratively with others to find solutions to problems.</li> <li>• Shares information and knowledge willingly.</li> <li>• Works towards consistency of approach.</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li>• Efficiently scopes out, prioritises and follows through tasks that are necessary to get the job done on time.</li> <li>• Shifts priorities as needed.</li> <li>• Strives to deliver outcomes in a timely manner.</li> </ul>
<b>Attention to Detail</b>	<ul style="list-style-type: none"> <li>• Observes fine details and Identifies gaps in information.</li> <li>• Highlights practical consideration of plans and activities.</li> <li>• Compares finished work with the expected outcomes to ensure accuracy and thoroughness.</li> </ul>

This position description was updated on 25/11/2025 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.