

Position Description

Position	Executive Manager,
Business Unit	Balit Durn Durn Centre
Reporting line	Director, Balit Durn Durn Centre
Direct Reports	Yes
Location	Collingwood, with Flexible Work Arrangements considered
Employment Status	1.00 FTE / 2 year Maximum Term (subject to funding)
Date Reviewed	May 2026

About VACCHO

Established in 1996, VACCHO is the peak representative for the health and wellbeing of Aboriginal and Torres Strait Islander peoples in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Aboriginal and Torres Strait Islander peoples. Our Membership comprises 34 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 78,000 Aboriginal and Torres Strait Islander peoples across Victoria.

VACCHO's vision is for vibrant, healthy, self-determining Aboriginal communities, and our Strategic Plan: *On Solid Ground (2021-26)*, outlines our bold steps to get there.

VACCHO's vision of vibrant, healthy, self-determining Aboriginal communities includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.

VACCHO promotes substantive equality for Aboriginal and Torres Strait Islander peoples. **This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010).** This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.

Business Unit Overview

The Balit Durn Durn Centre for Aboriginal Social and Emotional Wellbeing has been established by VACCHO in partnership with the Victorian Government and Victorian Aboriginal Communities. The Centre leads, coordinates and empowers the improvement of Aboriginal Social and Emotional Wellbeing (SEWB) through:

- Promotion and prevention initiatives
- The development of SEWB models of practice
- SEWB workforce expansion and development
- Research and evaluation
- Policy and advocacy.

The Balit Durn Durn Centre is hosted by VACCHO and was established through the Royal Commission into Victoria's Mental Health System. In partnership with the Victorian Government, the Centre is leading the implementation of the Royal Commission's Aboriginal SEWB recommendations.





Role Overview

The Executive Manager will work closely with the BDDC Executive Director, BDDC Director and other BDDC Executive Manager. The role is to provide operational management and leadership to the BDDC.

The Executive Manager will provide direct management of the key agreed actions in the BDDC strategic plan and the VACCHO strategic plan 2026 – 2031. This role will be responsible for working collaboratively and driving work on key focusses areas funded to the BDDC but not limited to:

- Social and emotional wellbeing sector policy and project support
- Social and emotional wellbeing workforce support
- Social and emotional wellbeing tools, resource and research development
- Drug and Alcohol policy and advocacy
- Mental Health policy and advocacy

Key Responsibilities

- Develop, plan and manage the state-wide programs in a way that is consistent with VACCHO strategic objectives, program delivery, outcomes and responds to the need of VACCHO's members and the Aboriginal Community by:
 - Liaising with Unit Director and Executive Director
 - Facilitating cross program/unit responses
 - Ensuring that all programs operate within agreed timelines
 - Provide leadership to the program by assisting with the recruitment and professional development of suitable staff for the SEWB unit
- Co-ordinate the priorities of the Social and Emotional Wellbeing unit and direct work amongst team members in line with position descriptions and team and individual work plans
- Provide individual team members with advice, support, coaching, mentoring and monitoring/revision of workplans through regular supervision and clear understanding about their role expectations and the way work is allocated amongst all team members
- Provide timely feedback to the Unit Director and Executive Director on progress of team objectives and any specific performance issues amongst the team members which may impact on the expected productivity of the team and program outcomes
- Support the implementation of VACCHO's strategic plan: 2026 – 2031, across all focus areas
- Ensure the key principles of The BDDC strategic plan, Culture and Kinship: Our Choice, Our Way; and Knowledge and Innovation are embedded throughout your work and the work of your team.
- Regular attendance and participation at business unit and team meetings, program meetings, all-staff and other meetings.
- Undertake other duties appropriate to the level of the position, as directed by the Line Manager to meet Unit objectives.
- Monitor, read and respond to all reasonable contact from VACCHO (or a third party if related to your work), outside of your working hours.

Knowledge and Experience

- Demonstrated understanding of Victorian Aboriginal communities
- Demonstrated understanding of the Social and Emotional Wellbeing Framework
- Demonstrated ability to work in a culturally safe framework
- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Project Management) combined with a high level of accuracy and attention to detail.

Highly Regarded

- Demonstrated knowledge, understanding, and commitment to Aboriginal and/or Torres Strait Islander peoples, cultures, and health.
- Demonstrated understanding of the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal peoples, Communities, and organisations, in a culturally safe, and appropriate, manner.
- Demonstrated understanding of LGBTQIASB+ issues and experience with LGBTQIASB+ people via professional engagement, employment or lived experience.

Personal Attributes

- Excellent interpersonal skills and the ability to work with a wide range of people to develop and maintain effective working relationships at all levels.
- Able to think on your feet, analyse problems and develop solutions
- Demonstrated capacity to manage sensitive information, maintain confidentiality and always remain impartial.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines.
- Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- Personal alignment with VACCHO's Values (see below)

Key selection criteria

- Demonstrated knowledge, understanding, and commitment to Aboriginal and/or Torres Strait Islander peoples, cultures, and health
- Demonstrated understanding of the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal peoples, Communities, and organisations, in a culturally safe, and appropriate, manner.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and always remain impartial.
- Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.



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- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Project Management) combined with a high level of accuracy and attention to detail.

VACCHO Values

Optimism, Collaboration, Commitment, Empowerment, Compassion, Integrity, Confidentiality and Respect.

Respect is at the heart of all that we do, and all that we do is wrapped in optimism. Everything between is about kindness, honesty and working together to be deadly.

You are participating in a Workplace that is:

- an **Equal Opportunity Employer** and abides by the Equal Opportunity Act (2010); we are committed to ensuring our workplace and Member Support Services reflect this. Everyone is welcomed at VACCHO, and all candidates are encouraged to apply regardless of age, cultural background, ethnicity, gender, sexual orientation, or religious affiliation. VACCHO strongly encourages Aboriginal and Torres Strait Islander peoples to apply for all advertised VACCHO roles.
- **committed to Diversity and Inclusivity** and has achieved Rainbow Tick Accreditation. VACCHO's vision of vibrant, healthy, self-determining Aboriginal communities includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.
- **committed to Quality and Compliance** and requires all employees to participate in, and promote our quality control, risk management, safety, and compliance systems.
- **committed to Monitoring, Evaluation and Learning** and requires all employees to engage and carry out administrative functions related to their role to effectively record and maintain data to support the effective implementation of the VACCHO Outcome Framework and associated measures.

Embracing Flexibility

VACCHO recognises that employees have many facets to their lives, with work being one of these. Flexible work arrangements are considered wherever possible, in line with our Policy, to meet both organisational and individual needs – getting the balance right.

Health and Safety Requirements

VACCHO is committed to health and wellbeing of all employees. We require all employees to comply with all work health and safety rules, regulations, and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004). We also require employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, directions provided by VACCHO, Public Health Orders, and Victorian Chief Health Officer directions).

Requirements for ALL POSITIONS at VACCHO

- Adherence to a Code of Conduct, including a commitment to confidentiality and conflict of interest declarations.
- A current National Police Records Check.
- A current Working with Children Check.



- A current Victorian Drivers Licence (the position may require travel throughout the state of Victoria and occasional interstate travel).
- Reasonable and valid evidence that you have received two doses of a COVID-19 vaccine and any booster shots (if required by VACCHO). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. We note that evidence must be derived from a record of information that was made under, or in accordance with, the Australian Immunisation Register Act 2015 (Cth). *VACCHO will consider any current exemption (provided by a medical practitioner), verifying that a person is unable to receive vaccination/s due to medical contraindications or conditions. However, VACCHO retains absolute discretion in accepting such and will thoroughly consider our Duty of Care, and legislative obligations to all workers and visitors.*
- Where applicable:
 - You must have the right to work in Australia and provide evidence of such (i.e., Right to Work check, Australian Citizenship, permanent residency, or a valid visa with permission to work)
 - You cannot be classified as a Disallowed Person.