

Position Description

Position Title: **Manager, Policy & Government Relations**

Group: Strategy, Policy and Impact

Tenure: Permanent

Full Time Equivalent: Full-time, 1.0 FTE

Classification: VicHealth Grade E (+ Superannuation)

Location: Level 2, 355 Spencer Street, West Melbourne, 3003

Reports to: Executive Manager, Strategy, Policy and Impact

Further information: Introducing VicHealth www.vichealth.vic.gov.au

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)

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.

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 combatting increasing health inequity, and VicHealth's approach reflects three dimensions: climate justice, community agency, and intergenerational wellbeing.

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Purpose of the role

The Manager, Policy & Government Relations supports and contributes to the health promotion capacity of VicHealth through:

- Progressing policy as a lever for systems change: Developing and leading the delivery of policy priorities that allow VicHealth to deliver its 10-year strategy
- Partnerships, collaboration and engagement: coordinate, plan and support the strengthening and development of relationships and collaboration with key partners including Local, State, and Commonwealth government and third sector organisations
- Stakeholder management strategy: supporting the formulation and implementation of VicHealth's stakeholder strategies to work towards change that supports VicHealth's policy and programs, including through engagement with the Minister for Health, and other MPs and parliamentarians
- Evidence based thought leadership: together with the Executive Manager, Policy Leads, and CEO, develop policy initiatives designed on the basis of VicHealth (and others) research.

The Manager, Policy & Government Relations has a close working relationship with the Executive Manager, Strategy, Policy & Impact, Chief Executive Officer, and the Executive Leadership Team more broadly and is expected to develop and nurture excellent relationships across the organisation 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 outstanding and exemplary liaison; build and maintain relationships with stakeholders; demonstrate exceptional communication skills; and represent VicHealth in a professional manner.

Scope of the role

Financial	As per VicHealth Delegation Policy
People	Three direct reports

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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.

Main Role Responsibilities

Functions	Activities
Government & Stakeholder Relations	- Provides operational support for CEO and Executive engagement with senior government and political stakeholders - Supports implementation of policy and programs, leveraging VicHealth's position and potential influence - Provides strategic advice to VicHealth in advancing health policy positions - Grows and maintains VicHealth's engagement with senior government and political stakeholders in a dynamic environment
Policy Governance	- Supports a sophisticated policy approach, in consultation with the Executive Manager, Strategy, Policy & Impact, CEO and Board - Supports the identification of key areas of potential impact and developing VicHealth's approach including annual policy priorities and plans - Supports the research, analysis, review and design of high-quality strategic health policy positions and options with cross organisational support
Policy Engagement	- Supports a coordinated approach to government engagement across VicHealth, in relation to health policy and programs - Leads and coordinates VicHealth's strategic policy response to Commonwealth, State and Local government initiatives and environments, and ensures effective and likely implementation

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	Oversees development of government submissions, stand-alone thought leadership, case studies, summaries & talking points, media briefings and copy for internal & external consumption.
Leadership & Management	- Mentors and supports team members to achieve their goals - Actively develops team members through annual performance cycles, assignments, coaching, training and performance management - Provides clear role objectives and key performance indicators - Pursues continuous improvement in team functioning - Delegates tasks and responsibilities to team members appropriately - Manages risks in accordance with the Risk Management Policy - Develops a positive team culture that embraces collaborative work practices
Teamwork	Contributes to the development of a highly effective team by: - Working collaboratively and sharing knowledge across the organisation - Participating and contributing to team meetings, strategic and corporate planning meetings, team workplans and relevant cross unit working groups - Applying work practices and approaches consistent with established VicHealth processes, and identifying opportunities for development - Identification of potential opportunities for innovation and improving the efficiency & effectiveness of VicHealth's operations
Equity & Diversity	Contributes to maintaining an environment where differences are valued, encouraged and supported
Governance, Risk, Behaviour & Conduct	Act in accordance with: - The Code of Conduct for Victorian Public Sector Employees as detailed in the <i>Public Administration Act 2004</i> (Vic) - VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet
Occupational Health & Safety	- Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct - Is responsible at all times for maintaining a safe and healthy work environment for all

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Key Selection Criteria (Knowledge, experience and skills)

Qualifications & Experience	• Relevant tertiary and post graduate qualifications • Extensive industry experience in policy development at a senior level • Experience working within government sectors, with extensive experience in State government, including with Ministers
Strategic Planning	• Entertains wide-ranging possibilities in developing future vision and can translate policy ideas into realistic outcomes • Thinks at the big-picture level and across a number of time frames • Translates strategic directions into day-to-day activities by developing team goals, strategies, and actions • Plans and reviews work based on what is important to achieve, rather than what tasks are usually done
Communicates with Influence	• Listens, understands and adapts to audiences • Negotiates persuasively
Leadership	• Communicates vision that generates enthusiasm and commitment • Action oriented, and seeks innovative and realistic solutions • Identifies potential issues & setbacks and guides colleagues to optimise outcomes • Enlists the help and support of others in the accomplishment of work
Builds & utilises stakeholder relationships	• Develops and maintains strong, positive partner, stakeholder and supplier relationships both internally and externally • Identifies and manages a range of complex and competing needs • Leverages stakeholders to ensure achievement of outcomes • Finds innovative solutions to resolve issues • Builds trust through consistent actions, values and communication • Constructively deals with stakeholder issues

This position description was updated on 29/06/2026 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.