

Position Description

Position	Senior Advisor, Nurse Workforce Development
Business Unit	Population Health Unit
Reporting line	Executive Manager, Workforce Development
Direct Reports	0
Location	Collingwood, with Flexible Work Arrangements considered
Employment Status	1.0FTE / 2 years Maximum Term (subject to funding)
Date Reviewed	6 March 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.

Business Unit Overview

The Population Health Unit works to translate health evidence into practice. It provides a strategic, coordinated and evidence-based approach to supporting VACCHO's member ACCOs, maintains relationships and coordination with partners in mainstream health, and facilitates the development of the Aboriginal Health and Wellbeing Workforce, to improve health and wellbeing outcomes for Aboriginal Communities. Key focuses of the unit include:

- Healthy Communities
- Thriving in the First Three Years
- Workforce Development
- Chronic Health
- Quality of Life

Role Overview

The Senior Advisor, Nurse Workforce Development leads and coordinates a program of work to strengthen and support the nurse workforce across the Aboriginal Community Controlled (ACCO) sector in Victoria. The purpose of the program is to enhance workforce capability and confidence, promote culturally safe practice, and support the sustainability and effectiveness of multi-disciplinary primary healthcare teams, in which

nurses play an important role. A key priority will be supporting ACCOs to increase the uptake of immunisation within Aboriginal communities, focusing especially on vaccine-preventable conditions where Aboriginal and Torres Strait Islander people are overrepresented in rates of incidence.

Key Responsibilities

- Develop strong relationships and rapport with the Registered Nurse, Enrolled Nurse and Nurse Practitioner workforce in the Victorian ACCO sector.
- Establish a statewide network for the nurse workforce, to facilitate networking, peer to peer learning and continuous professional development.
- Lead the organisation of an Nurse Workforce Gathering for nurses working in the Victorian ACCO sector.
- Convene information sharing activities to ensure the workforce is aware of, and responsive to, the changing legislative and regulatory landscape and its relevance to their practice.
- Coordinate continuous quality improvement activities needed to enhance the effectiveness of multi-disciplinary primary healthcare teams.
- Work closely with VACCHO's Public Health Medical Officers to enhance the effectiveness and expand the coverage of nurse-administered immunisation education and provision within the ACCO sector.
- Develop strong relationships with prospective partners who may be able to support the strengthening of the ACCO sector's nurse workforce, including but not limited to the ANMF, APNA, the ACN, Safer Care Victoria, and CATSINaM.
- Support the implementation of VACCHO's strategic plan: On Solid Ground (2021-26), across all focus areas Strong Voice, Health and Healing
- Ensure the key principles of 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 Population Health 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 Unit 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 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.

Desirable

- Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply as your cultural and lived experiences are central to the work we do.
- Nurse with current ahpra registration.

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.
- An understanding of LGBTQIASB+ issues and respect for diverse identities.

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.
- 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.
- 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.
- Personal alignment with VACCHO's Values (see below)

Key selection criteria

- Nurse with current ahpra registration.
- 3+ years of experience in a healthcare setting, especially in the ACCO sector or community health.
- Demonstrated knowledge and experience relevant to this role as described above.

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.