

Position Description

Position Title:	Manager, CEO Operations and Partnerships
Group / Office:	CEO Office
Tenure:	Fixed-term (12 months)
Full Time Equivalent:	Full time, 1.0 FTE
Classification:	VicHealth Grade E (plus superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne 3003
Reports to:	Chief Executive Officer
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 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.

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.

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Purpose of the role

The **Manager, CEO Operations and Partnerships** provides trusted advice, liaison with the Board and Executive Leadership Team (ELT), and strategic and tactical support for the Chief Executive Officer of VicHealth by:

- **Leading and coordinating the effective functioning of the CEO Office**, ensuring it enables strategic focus, prioritisation and execution, with a clear focus on health outcomes for all Victorians.
- **Providing clear line-of-sight across organisational activity**, ensuring alignment with the CEO and Board's vision, and driving consistent focus on strategic priorities and outcomes.
- **Supporting the CEO to prioritise and focus effort**, ensuring time, attention and resources are directed to the highest-impact areas.
- **Capturing, shaping and progressing the CEO's ideas and special projects**, translating them into feasible and actionable initiatives and working across the organisation to land them effectively.
- **Strengthening the CEO's strategic engagement with partners and stakeholders**, enabling relationships that advance VicHealth's agenda and system influence through collaboration.
- **Supporting coherence and integration across the organisation**, working closely with executive leaders to ensure planning, delivery and performance are aligned to the strategy.
- **Supporting the delivery of critical cross-organisational strategic projects**, including translating emerging priorities into executable initiatives and identifying where and how they should be landed within the organisation for sustained impact.

The **Manager, CEO Operations and Partnerships** will have close working relationships with the Chief Executive Officer, Board, Executive Leadership Team and the Executive Assistant, CEO Office. They are expected to support the CEO to develop, nurture and maintain productive relationships across VicHealth and with key external stakeholders, including in government departments and agencies, and with non-government and partner organisations. In order to achieve this, the person in this role must be a clear communicator for VicHealth's strategy, purpose and aspirations and represent VicHealth in a professional manner in a wide range of contexts.

Scope of the role

Financial	As per VicHealth Delegation Policy
People	2-3 direct reports

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Cultural & 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
Strategic & Tactical Support to the CEO	• Anticipating tasks and priorities on behalf of the CEO • Keeping the CEO informed on all relevant matters • Working with the CEO's Executive Assistant to manage and prioritise their schedule • Coordinating correspondence with key external stakeholders on behalf of the CEO • Proactively engaging with and sharing relevant information across the organisation, on behalf of the CEO • Taking responsibility for special projects in support of the work of the CEO • Attending operations, project and program-related meetings with or for the CEO to capture information and ensure thorough follow up • Participating in organisation-wide projects that require additional support
Strategic Planning & Development	• Providing substantive and practical support to the CEO in implementing VicHealth's strategy • Support the CEO in the strategic planning process to ensure that the process is timely, focused, and value adding • Working with the ELT to represent the CEO's insights in the development, refinement, and execution of corporate priorities and long-term business goals

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Leadership & Team Management	- Lead the functioning of the CEO Office, providing clarity in role objectives and key performance indicators, while delegating tasks and responsibilities - Mentor and support team members to achieve their goals - Monitor performance and provide timely and constructive feedback
Relationship Management	- Act as a key point of liaison between the CEO Office, ELT, managers, board members, and external stakeholders - Develop and maintain constructive sector stakeholder relationships and networks - Provide advice to the CEO Office on key partnership, sponsorship and stakeholder initiatives across VicHealth - Lead follow-up from the CEO's engagements in an effective and timely fashion
Teamwork	- Approach activities, decisions and outcomes collaboratively - Contribute to the development of a highly effective team by sharing knowledge and experiences, and participate in, and contribute to, all organisational meetings, working groups, or teams
Equity & Diversity	- Contribute to maintaining an environment where differences are valued, encouraged and supported - 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
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	- Take 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	• Graduate qualification in policy, strategy or business areas, with experience in health, is highly desirable • Post graduate qualifications such as an MPH or MBA would be well regarded • At least 3 years' experience working in building and implementing innovative strategic frameworks and strategies and/or strategic partnership management • Experience working within the community sector (such as in multicultural, community art and cultural development environments), bringing strong methodologies and a clear respect and engagement with communities • Strong experience working with and through communities that frequently face structural barriers to achieving good health is desirable • Understanding and experience in equity and diversity
Strategic Acumen	• Strong focus on results and the delivery of agreed positive health and wellbeing outcomes for Victorians • Experience engaging leaders and staff in integrated planning across internal teams • Ability to understand the issues and pressures to which the organisation has to respond • Demonstrated experience in enabling effective and collaborative decision-making
Collaboration & Team Building	• Ability to enlist the aid and support of others in the accomplishment of work • 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 • Develops and maintains strong, positive partner, stakeholder and supplier relationships and outcomes • Continually seeks opportunities to build the capacity of the health promotion sector in Victoria • Develops a positive team culture that embraces efficient, productive and collaborative work practices
Communication Skills	• Confidently conveys issues and ideas, including technical information, in a clear way • Structures written communications effectively to achieve their purpose, conveys information in a clear way, with a strong understanding of the needs of target audiences • Handles difficult and sensitive communications well • Negotiates persuasively • Demonstrated communication style that facilitates collaboration

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Project Management	• Designs, implements and manages all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials • Communicates effectively and builds relationships with all stakeholders of the project • Plans and delivers the successful completion of projects, including supporting the implementation of shared strategies and objectives • Demonstrated experience in supporting the implementation of continuous improvement and organisational change
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This position description was updated on 10/07/2026 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.