

Position Description

Position Title:	Lead, First Nations Health Promotion
Group / Office:	Health Promotion Systems
Tenure:	Fixed-term (30 June 2027)
Full Time Equivalent:	Full-time, 1.0 FTE
Classification:	VicHealth Grade D (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne, 3003
Reports to:	Manager, First Nations Health Promotion
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.

Special Measures Provision

This opportunity has been dedicated to identified Aboriginal and Torres Strait Islander applicants under VicHealth's commitment to deliver better health outcomes for Aboriginal and Torres Strait Islander peoples.

Only Aboriginal and Torres Strait Islander people are eligible to apply as this position is exempt under Section 12(1) of the *Equal Opportunity Act 2010* (Vic).

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 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 Lead, First Nations Health Promotion plays a key role in advancing Aboriginal and Torres Strait Islander self-determination by fostering respectful, long-term partnerships with Aboriginal and Torres Strait Islander communities and organisations across Victoria.

Working in partnership with Community, the role leads the development, implementation and stewardship of initiatives that strengthen First Nations health and wellbeing through culturally responsive engagement, collaborative program design, strategic investment, and partnership development.

The role has a close relationship with the Manager, First Nations Health Promotion and is expected to support strategic advice across VicHealth, ensuring First Nations voices, priorities and ways of working are embedded in organisational decision-making, while supporting the effective management of partnerships, funding agreements, and program outcomes.

The Lead, First Nations Health Promotion supports and contributes to the health promotion capacity of VicHealth by:

- Building and sustaining trusted, reciprocal relationships that are grounded in respect, cultural integrity, transparency and accountability with Aboriginal and Torres Strait Islander communities and organisations (including stakeholders and partners).
- Leading collaborative planning, co-design and implementation with Aboriginal and Torres Strait Islander organisations to strengthen partnerships, build capacity and support community-led outcomes.

The Lead, First Nations Health Promotion has close working relationships across VicHealth and is expected to develop and nurture excellent relationships across program units and with key external stakeholders, including Government and Aboriginal and Torres Strait Islander organisations.

To achieve this, the person in this role will act as a trusted connector between VicHealth, Aboriginal and Torres Strait Islander organisations, government and other partners; facilitating collaboration, shared learning and opportunities to influence systems change; and represent VicHealth effectively at stakeholder events. Some additional out of hours work may be required in association with projects and events.

Scope of the role

Financial	As per VicHealth Delegation Policy
People	May supervise employees

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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
Program Implementation	• Lead the planning, implementation, monitoring and continuous improvement of programs with Aboriginal and Torres Strait Islander communities and organisations • Facilitate culturally safe co-design processes that support First Nations leadership and self-determination • Monitor program performance, contractual obligations, milestones, deliverables and reporting requirements • Ensure accurate reporting against organisational, funding and evaluation requirements • Build upon the work already undertaken to develop VicHealth's "First Nations Action Plan (Strong Young Mob)", to identify iterative opportunities for improvement and through ongoing engagement with key internal and external stakeholders
Partnership Management	• Develop, nurture and steward meaningful relationships, built on trust, that create long-term value for First Nations communities and VicHealth • Ensure partnership agreements and contracts are managed in a culturally safe, transparent and accountable way • Monitor partnership performance, contractual milestones, financial commitments and reporting obligations • Work collaboratively with partners to address emerging issues, identify opportunities and support successful delivery of agreed outcomes

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Relationship Management	• Create opportunities for Aboriginal and Torres Strait Islander organisations, communities and stakeholders to inform and influence VicHealth's work • Facilitate collaboration across internal teams and external partners to improve coordination and shared outcomes • Ensure Indigenous knowledge, lived experience and community priorities inform policy, programs and investment decisions
Contract Management	• Deliver project management tasks including contract and project management activities as per established organisation-wide policies and procedures • Monitor contract performance against agreed deliverables and financial milestones • Maintain accurate financial records and reporting, and identify financial risks and recommend mitigation strategies • Ensure compliance with funding agreements and organisational governance requirements
Cultural Leadership & Supervision	• Provide cultural leadership to support and strengthen VicHealth's approach to working with First Nations communities • Champion culturally safe practice, continuous learning and organisational capability • Influence organisational approaches that embed Aboriginal and Torres Strait Islander self-determination and community leadership
Teamwork	Contributes to the development of a highly effective team by: • Working collaboratively across the organisation • Sharing knowledge and experiences • Participating and contributing in team meetings, strategic and corporate planning meetings, team work plans 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 and effectiveness of VicHealth's operations
Equity and 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	• 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	• Extensive knowledge and experience of Victorian Aboriginal cultures & societies and understanding of historic & contemporary issues relating to First Peoples living in Victoria • Experience in working with Aboriginal and Torres Strait Islander communities to co-create program design and implementation • Experience working respectfully alongside First Nations Communities, recognising community authority, cultural protocols and local knowledge. • Experience in developing and maintaining strong, positive partner, stakeholder and supplier relationships both internally and externally • Demonstrated understanding of using systems-thinking or a systems approach to addressing complex issues
Project Management	• Demonstrated experience leading complex projects involving multiple partners, competing priorities and interdependent deliverables • Demonstrated experience monitoring budgets, expenditure, milestones and reporting requirements • Communicates effectively and builds relationships with all stakeholders
Collaboration	• Ability to work across groups and teams to achieve outcomes • Demonstrated ability to work with stakeholders about proposed changes that may have an impact on Victorian First Nations Communities • Demonstrated experience in supporting the implementation of continuous improvement and organisational change
Partnerships	• Builds trusted, reciprocal relationships with Victorian First Nations Communities, stakeholders and partners • Ensures relationships are grounded in cultural respect, transparency and shared purpose through consistent actions, values and communication, utilising support from within VicHealth • Develops and maintains strong, positive partner, stakeholder, and supplier relationships • Demonstrates sound judgement in balancing diverse priorities while maintaining strong relationships • Works collaboratively to identify solutions that reflect community priorities and organisational objectives • Keeps stakeholders up to date with issues and developments
Communication	• Confidently conveys ideas and information in a clear and culturally appropriate way • Structures written communications effectively to achieve their purpose • Conveys ideas and information in a clear way, with a strong understanding of the information needs of target audiences

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	- Communicates technical information in straightforward language - Demonstrated communication style that facilitates collaboration - Welcomes constructive feedback from First Nations Communities, stakeholders and partners - Handles difficult and sensitive communications with First Nations Communities and other stakeholders and partners well. - Facilitates respectful conversations that support shared understanding and mutually beneficial outcomes through respectful dialogue, active listening and culturally responsive communication
Cultural Leadership	- Demonstrated commitment to Aboriginal and Torres Strait Islander self-determination and strengths-based approaches - Ability to support cultural leadership and strengthening of organisational practice
Attention to Detail	- Identifies gaps in information - Looks for logical sequences of information - Highlights practical consideration of plans and activities - Compares finished work with the expected outcomes to ensure accuracy and thoroughness
Teamwork	- Commits to team objectives - Works collaboratively with others to find solutions to problems - Shares information and knowledge willingly - Works towards consistency of approach

This position description was updated on 28/07/2026 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.