

## Position Description

**Position Title:** **Manager, Strategy, Investments & Partnerships**

**Group / Office:** Strategy, Policy & Impact Group

**Tenure:** Fixed-term (12 months)

**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 & Impact

**Further information:** Introducing VicHealth [www.vichealth.vic.gov.au](http://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. VicHealth takes pride in being an equal opportunity employer, championing equity and diversity.

### 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 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.

The work of the Strategy, Investments and Partnerships team as a whole is also underpinned by a comprehensive ways of working and roles and responsibilities document.

## Position Description

### Purpose of the role

The Manager, Strategy, Investments & Partnerships:

- Supports the Executive Manager to develop, coordinate and execute integrated organisational strategy and planning, translating strategic direction into clear priorities, plans, governance and reporting rhythms
- Owns VicHealth's Partnership and Stakeholder Framework and Plan, Stakeholder Relationship Management Procedure, Grant Procedure, Sponsorship Procedure, and other relevant investment, partnership and granting tools
- Oversees the development of strategic approaches to partnership, including innovating on partnership models and supporting partnership practice uplift and reporting across the organisation
- Oversees a small number of strategic partnerships that support our work across the organisation, including the strategic sourcing and management of new partners, where appropriate
- Manages and oversees organisational sponsorships, grants and procurement relating to health promotion programs and initiatives, as a centralised, shared services function, working in collaboration with other departments, where appropriate
- Ensures the effective implementation and compliance of all organisational sponsorships, grant making, procurement and partnership policies, procedures, probity, contract and stakeholder management; in collaboration with Corporate Services, where required
- Uses a systems-based approach to direct how VicHealth implements, manages, and assesses its investments (financial and non-financial) in partner organisations and sectors, including exit strategies, where appropriate
- Connects, convenes, and catalyses activities across VicHealth to enable system ways of working, especially through grants, partnerships and strategy coordination.

The Manager, Strategy, Investments & Partnerships has a close working relationship with the Executive Manager, Strategy, Policy & Impact, and the broader organisation, and is expected to develop and nurture strong relationships across program groups, the Planning & Business Improvement team and with key external stakeholders, including staff in government departments and agencies.

To succeed, the role requires strong strategic acumen and coordination: the ability to see the whole, synthesise complex information, facilitate shared priorities, and translate organisational direction into practical action.

In order to achieve this, the person in this role must be a vocal advocate for VicHealth's strategy and purpose, be able to clearly articulate the organisational story and VicHealth's strategy to internal and external audiences, and be able to represent VicHealth in a professional manner at all times.

## Position Description

### Scope of the role

|           |                                    |
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| Financial | As per VicHealth Delegation Policy |
| People    | 7 Direct Reports                   |

### 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Strategy development &amp; execution</b> | <ul style="list-style-type: none"> <li>• Support the Executive Manager to develop and evolve VicHealth's organisational strategy, action plans and strategic priorities through analysis, synthesis, facilitation and high-quality advice.</li> <li>• Coordinate strategy rhythms and tools to ensure organisational activity, resources, major investments and impact streams align with agreed strategic direction.</li> <li>• Build and maintain practical strategy execution and reporting disciplines, including clear governance, decision pathways, milestones, dependencies, risks and measures of progress.</li> <li>• Deliver strategic reporting and prepare concise insights for the Executive, Board and organisational leaders to support decisions, accountability and adaptation.</li> <li>• Support development of VicHealth's next strategy horizon through collaborative engagement, environmental scanning, options development and disciplined project coordination.</li> <li>• Work with the Research &amp; Impact team and other teams to connect planning and reporting with evidence, organisational learning and continuous improvement.</li> </ul> |

## Position Description

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| <b>Partnerships management</b>     | <ul style="list-style-type: none"> <li>• Provide leadership and strategic direction for VicHealth partnerships, alliances and stakeholder management approach, in line with VicHealth vision and strategy.</li> <li>• Assess the effectiveness of our stakeholder engagement and provide recommendations to the Executive Manager.</li> <li>• Provide the strategic frameworks to optimise the way VicHealth engages, manages and maintains partnerships.</li> <li>• Effectively manage and maintain strategic cross-organisational partnerships and source new partners where appropriate including initiatives that build sector capability.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Investment management</b>       | <ul style="list-style-type: none"> <li>• Provide leadership and strategic direction for VicHealth's Investments, including the design and development of investments that support VicHealth's Action Plan.</li> <li>• Develop plans to enable VicHealth to consistently manage and monitor these investments and determine ongoing support.</li> <li>• Oversee and ensure effective management of the VicHealth Sponsorship Policy &amp; Procedure.</li> <li>• Play an active role in the way VicHealth measures ongoing impact through close collaboration with the Research &amp; Impact team.</li> <li>• Manage the implementation of the Harmful Industries Procedure for all competitive organisational grants and relevant procurement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Delivery management</b>         | <ul style="list-style-type: none"> <li>• Provide leadership and strategic direction for VicHealth's approach to financial investments, in line with VicHealth's strategy, policies and legislation.</li> <li>• Guide and provide input into the timing for all health promotion delivery project investments (e.g., grants/RFTs/RFQs), in line with the approved annual budget to enable capacity planning.</li> <li>• Advise health promotion teams on investment design, policy and probity requirements, in collaboration with Corporate Services.</li> <li>• Oversee the centralised team that leads the project management for sponsorships and large organisational grants and procurement relating to health promotion programs and initiatives.</li> <li>• Enable the team to effectively manage grant contracts and ensure timely delivery of milestones through ownership and implementation of the grant policy and procedure.</li> <li>• Develop and document best practice and continuous improvement within the centralised model.</li> <li>• Develop and deliver internal training and support for contract management, conflicts of interest and harmful industries declarations.</li> </ul> |
| <b>Leadership &amp; management</b> | <ul style="list-style-type: none"> <li>• Act as a role model of leadership behaviours to direct reports, indirect reports, other VicHealth staff and external partners.</li> <li>• Lead ways of working that influence and support others to commit to innovation and change.</li> <li>• Mentor and support team members to achieve their goals.</li> <li>• Actively develop team members through performance appraisals, developmental assignments, coaching and performance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                                  | management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Budget &amp; resource allocation</b>          | <ul style="list-style-type: none"> <li>• Lead financial management and have direct oversight of budgets related to the team, including accurate and timely forecasting.</li> <li>• Coordinate the allocation and monitoring of financial budget and staff resource to deliver activities to achieve VicHealth objectives.</li> <li>• Work with Corporate Services to ensure VicHealth complies with its legislative and Board requirements.</li> <li>• Ensure monthly financial monitoring and reporting is in line with the annual budget and organisational requirements.</li> <li>• Share consistent information and resources with others to minimise duplication of effort and optimise outcomes.</li> </ul> |
| <b>Accountability</b>                            | <ul style="list-style-type: none"> <li>• Delivery of the cross-organisational planning and phasing of the Action Plan Investment framework.</li> <li>• Oversee the implementation and monitoring of the Partnership &amp; Stakeholder Framework and Stakeholder Management requirements.</li> <li>• Create a culture of review and reflection to determine future priorities and actions, and encourage learning from both success and failure.</li> </ul>                                                                                                                                                                                                                                                        |
| <b>Teamwork</b>                                  | <p>Contributes to the development of a highly effective team by:</p> <ul style="list-style-type: none"> <li>• Working collaboratively across the organization.</li> <li>• Sharing knowledge and experiences.</li> <li>• Participating and contributing in team meetings, strategic and corporate planning meetings, team work plans and relevant cross unit working groups.</li> <li>• Applying work practices and approaches consistent with established VicHealth processes, and identifying opportunities for development.</li> <li>• Identification of potential opportunities for innovation and improving the efficiency and effectiveness of VicHealth's operations.</li> </ul>                            |
| <b>Equity &amp; Diversity</b>                    | <ul style="list-style-type: none"> <li>• Contribute to maintaining an environment where differences are valued, encouraged and supported.</li> <li>• 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</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Governance, Risk, Behaviour &amp; Conduct</b> | <p>Act in accordance with:</p> <ul style="list-style-type: none"> <li>• The Code of Conduct for Victorian Public Sector Employees as detailed in the <i>Public Administration Act 2004</i> (Vic).</li> <li>• VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Occupational Health &amp; Safety</b>          | <ul style="list-style-type: none"> <li>• Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct.</li> <li>• Is responsible at all times for maintaining a safe and healthy work environment for all.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

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### Key Selection Criteria (Knowledge, experience and skills)

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| <b>Qualifications &amp; experience</b>                 | <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications such as in Commerce, Arts, Political, Science, Law and/or Health.</li> <li>• Extensive experience in managing strategic partnership programs.</li> <li>• Experience establishing and coordinating organisational strategy.</li> <li>• Senior-level experience with granting within the public, for-purpose, or private sectors including experience innovating and improving approaches.</li> <li>• Demonstrated skills and experience in operationalising grants including establishing and running procurement (e.g., RFTs, RFQs) processes and stakeholder relationship and contract management.</li> <li>• Strategic and commercial acumen.</li> <li>• Good understanding of health promotion purpose and sector.</li> <li>• Demonstrated ability to learn new approaches and apply them in practice.</li> </ul> |
| <b>Strategic acumen &amp; coordination</b>             | <ul style="list-style-type: none"> <li>• Synthesises complex information, sees connections and implications, and provides clear, practical strategic advice.</li> <li>• Utilises systems thinking to identify issues, determine solutions and plan action.</li> <li>• Translates strategic direction into integrated priorities, plans, governance, milestones and reporting arrangements.</li> <li>• Coordinates activity across multiple teams, timeframes and dependencies, maintaining momentum and clarity without relying solely on formal authority.</li> <li>• Facilitates prioritisation and decision-making, balancing ambition, evidence, capacity, risk and emerging opportunities.</li> <li>• Uses systems thinking and organisational learning to adapt plans and improve execution.</li> </ul>                                                                                  |
| <b>Innovation &amp; Design</b>                         | <ul style="list-style-type: none"> <li>• Demonstrated ability to lead design processes to produce innovative solutions.</li> <li>• Track record in building a culture of innovation.</li> <li>• Thinks at the big-picture level but can lead structured design and innovation processes that bring together evidence and insights from our staff, partners and community to deliver new solutions that advance VicHealth Strategy.</li> <li>• Considers the broader context and connections relevant to innovation.</li> <li>• Proven ability to lead innovation projects that lead to increased value.</li> <li>• Develop a team culture that embraces innovative work practices.</li> </ul>                                                                                                                                                                                                  |
| <b>Builds &amp; utilises stakeholder relationships</b> | <ul style="list-style-type: none"> <li>• Develops and maintains strong, positive partner, stakeholder and supplier relationships both internally and externally.</li> <li>• As a shared service function, maintains excellent working relationships and information exchanges across VicHealth.</li> <li>• Identifies and manages a range of complex and often competing needs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                           | <ul style="list-style-type: none"> <li>• Uses understanding of the stakeholder to ensure outcomes are achieved.</li> <li>• Finds innovative solutions to resolve issues.</li> <li>• Builds trust through consistent actions, values and communication.</li> <li>• Keeps stakeholders up to date with issues and developments.</li> <li>• Constructively deals with stakeholder issues.</li> </ul>                                                                                                                                               |
| <b>Operational management</b>             | <ul style="list-style-type: none"> <li>• Outstanding ability to turn high level aims into practical actions.</li> <li>• Ability to develop and oversee implementation plans to support the achievement of high-level organisational strategies and objectives.</li> <li>• Ability to re-prioritise, work flexibly and adaptably.</li> </ul>                                                                                                                                                                                                     |
| <b>Management</b>                         | <ul style="list-style-type: none"> <li>• High level people management skills.</li> <li>• Provides clarity in role objectives and key performance indicators.</li> <li>• Delegates tasks and responsibilities to team members appropriately.</li> <li>• Mentors and supports team members to achieve their goals.</li> <li>• Models the behaviour expected of others.</li> <li>• Monitors performance and provides timely and constructive feedback.</li> <li>• Pursues learning and continuous improvement in the team's functioning</li> </ul> |
| <b>Budget &amp; Financial</b>             | <ul style="list-style-type: none"> <li>• Prepares annual operational and project budgets and monitors expenditure against agreed budgets and prepares reports where required.</li> <li>• Periodically reviews all contracts to ensure best value for money.</li> <li>• Understands and delivers work in a fiscally responsible way, meeting budget constraints and adjusting approaches where needed.</li> </ul>                                                                                                                                |
| <b>Written &amp; verbal communication</b> | <ul style="list-style-type: none"> <li>• Confidently and clearly conveys ideas and information via high level reports or presentations.</li> <li>• Develop and deliver internal training.</li> <li>• Handles difficult and sensitive communications well.</li> <li>• Negotiates persuasively.</li> <li>• Structures written communications effectively to achieve their purpose, with a strong understanding of the information needs of audiences.</li> </ul>                                                                                  |
| <b>Teamwork</b>                           | <ul style="list-style-type: none"> <li>• Commits to team objectives.</li> <li>• Works collaboratively with others to find solutions to problems.</li> <li>• Shares information and knowledge willingly.</li> <li>• Works towards consistency of approach.</li> </ul>                                                                                                                                                                                                                                                                            |

This position description was updated on 16/08/2026 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.