

Position Description

Position	Director, Sector Development
Business Unit	Population Health
Reporting line	Executive Director – Population Health
Direct Reports	4
Location	Collingwood, with Flexible Work Arrangements considered
Employment Status	Maternity Leave Coverage
Date Reviewed	14 September 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 with a membership of 35 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 78,000 Community members across Victoria. VACCHO leads a collective state-wide voice that shapes the conversation on Aboriginal health and wellbeing. We strengthen and elevate the ACCO sector, so that our Mob lead thriving, self-determined and culturally strong lives. This includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.

Our Guiding Outcomes describe our vision for the long-term changes we are working towards. They are:

- Every Aboriginal and Torres Strait Islander person asserts their right to Country, Culture, Kinship and Community
- Our people and families are thriving, healthy and well
- We live free from racism
- Aboriginal Community Controlled Organisations are independent and self-determined
- Everyone is proud to live on lands with the oldest living and evolving culture in the world

Our Strategy Keeping the Fires Strong 2026–2031 sets out the priorities we will pursue in the next five years toward these Guiding Outcomes and each year we report on our progress in our annual Impact Report.

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.

Role Overview

The Director, Sector Development is a key role within the Population Health Unit, providing high level direction across teams and priority projects, with an overall focus on developing and expanding capability and capacity within the ACCO sector in Victoria. These include:

- Public Health and Partnerships
- Workforce Development
- Aboriginal Aged Care
- VACCHO's Culture and Kinship Projects

Reporting to the Executive Director Population Health, the Director provides strategic leadership to their teams, driving performance to achieve agreed objectives, in alignment with annual cycles of monitoring and impact reporting. The Director is responsible for coaching and supporting the development of managers and staff within their remit and ensuring that teams develop and sustain the capability to meet strategic objectives.

Key Responsibilities

- Providing strategic leadership to support the implementation of VACCHO's strategic plan: Keeping the Fires Strong 2026–2031
- Providing leadership and support to managers and teams in navigating complex system reforms which introduce change or disruption to the ACCO sector, for example in Aged Care, Disability, and overall funding reforms.
- Guiding teams to successfully plan and deliver of events, including workforce gatherings, regional training and professional development events, and statewide summits.
- Working closely with VACCHO's Strategy and Organisational Development Team to identify and leverage opportunities for growth and consolidation of capability or capacity within the ACCO sector.
- Developing and maintaining close working relationships with VACCHO's member organisations and leaders in other Aboriginal-led organisations.
- Developing and maintaining strategic relationships with key external stakeholders including government, research, and mainstream health and wellbeing services.
- Coaching and supporting the development of managers and staff within the Sector Development portfolio.
- Leading the development of annual project budgets, workplans, and impact reports within the Sector Development portfolio.
- 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 leadership and management experience in a related role or equivalent.
- Demonstrated experience developing, implementing, monitoring and evaluating strategies in workforce development, health and wellbeing, or advocacy.
- Demonstrated ability to develop and coach emerging leaders and teams, and foster the growth of high performing teams.
- Diversity of experience in, and understanding of, the reform roadmaps in health and social services, including healthcare, aged care and/or disability.
- 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

- Experience working in a leadership position within the ACCO sector, and/or within an Aboriginal health or social services context.

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

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

- A minimum of 5-10 years of experience leading teams and/or sector and workforce development strategies at a senior level, or equivalent.
- Tertiary qualifications in a relevant field, or equivalent.
- 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).
- Evidence of your right to work in Australia (i.e., Australian birth certificate, Australia or New Zealand Passport, Australian Citizenship Certificate, permanent residency visa, or a valid visa with permission to work).
- 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.*
- You cannot be classified as a Disallowed Person.