

Position Description

Position Title:	Manager, Research and Impact
Group / Office:	Strategy, Policy and Impact
Tenure:	Fixed Term
Full Time Equivalent:	Full/Part-time 0.8–1.0 FTE
Classification:	VicHealth Grade E (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne, 3003
Reports to:	Executive Manager, Strategy Policy and Impact
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 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.

Purpose of the role

The Manager, Research and Impact leads an agile multidisciplinary team of researchers, evaluators and public health programs experts, providing strategic direction, planning and oversight for the delivery of a wide range of projects and initiatives intended to grow the evidence base supporting VicHealth's Strategy. This includes the design and delivery of flagship research investments and partnerships; establishing organisational frameworks and processes for research and evaluation; leading sector development and with a focus on early-career researcher programs; implementing large-scale monitoring

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initiatives of health status and behaviours across a wide spectrum of public health arenas; supporting robust policy analysis and research activity; and the commissioning of strategic research investments to support the broader work and impact of VicHealth and its partners.

The Manager will implement a strategic and contemporary approach to research and evaluation and lead a team that designs and delivers major projects and shapes the organisation's approach to research and evaluation and learning.

The Manager, Research & Impact has a close working relationship with Executive Manager, Strategy Policy & Impact, Chief Executive Officer, and is expected to develop and nurture excellent relationships across the organisation and with key external stakeholders, including staff in research institutions and other partner organisations. In order to achieve this, the person in this role must be able to provide outstanding and exemplary liaison; build and maintain relationships with stakeholders; demonstrate exceptional communication skills; and represent VicHealth in a professional manner.

Scope of the role

Financial	As per VicHealth Delegation Policy
People	5

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.

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Main Role Responsibilities

Functions	Activities
Program design and implementation	- Planning and delivering a portfolio of research program investments and partnership activities in line with VicHealth's Research Impact Plan 2024–2028 while overseeing evaluations. - Coordinating research program design, development and implementation
Strategy development and implementation	- Leading the implementation and updating of VicHealth's Research Impact Plan 2024–28 - Oversee the implementation of VicHealth's' Impact and Evaluation Framework and associated data strategy Develop and execute implementation plans for the new research agenda and evaluation/impact framework, including collaboration with other VicHealth teams and as part of the Planning, Delivery and Learning Framework.
Key liaison	- Developing extensive networks, including membership of relevant professional bodies, in their field of expertise - Supporting strong connections between their team members and relevant networks and practitioners
Leadership and Management	- Development of team members through performance appraisals, developmental assignments, coaching, training and performance management - Established clear role objectives and key performance indicators for team members - Pursues continuous improvement in the team's functioning - Management of risks in accordance with the Risk Management Policy
Teamwork	Able to develop a highly effective team through: - Working collaboratively across the organisation - Ensuring employees participate and contribute 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 - Experience working with, or within, communities with diverse lived experience is regarded as an asset - Maintain VicHealth's ideals of cultural diversity in the workplace at all times
Governance,	Act in accordance with:

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Risk, Behaviour & Conduct	• The Code of Conduct for Victorian Public Sector Employees as detailed in the Public Administration Act 2004 • VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet
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Key Selection Criteria (Knowledge, experience and skills)

Qualifications and experience	Relevant tertiary and post graduate qualifications, and extensive industry experience with a record of achievement in similar roles
Research and Evaluation	- Experience in providing technical advice and quality assurance to major research investments, evaluations and related activities across a diverse portfolio - Detailed understanding of contemporary evaluation theory and design and demonstrated experience applying this knowledge to real-world situations - Experience in applying systems thinking to research and or evaluation design - Experience in leading the design and implementation of evaluation methodologies, frameworks and data collection tools - Demonstrated ability to understand and interpret complex data, drawing out strategic and systems issues arising from data analysis - Ability to guide and translate applied research studies and findings with internal and external stakeholders
Strategic Planning	- Entertains wide-ranging possibilities in developing a vision for the future and can translate strategy, program and policy ideas into realistic outcomes - Translates strategic directions into day-to-day activities - Identifies or develops overall team goals and links strategies and actions required to achieve these goals - Plans and reviews work based on what is important to achieve, rather than what tasks are usually done
Leadership	- Communicates and models a vision that generates enthusiasm and commitment - Demonstrate leadership that models both innovative and realistic solutions - Experience in the leadership and development of a team
Management	- Strong people management skills, including interpersonal, communication, motivation, negotiation and leadership skills - Mentors and supports team members to achieve their goals or identifies appropriate options - Able to set role objectives and key performance indicators for team members - Able to implement continuous improvement in the team's functioning - Develops and implement a strong team culture that embraces cooperative and collaborative work practices across VicHealth
Builds and utilises stakeholder relationships	- Facilitates cooperation and partnerships - Values individual differences and diversity - Develops and maintains strong, positive partner, stakeholder and supplier relationships both internally and externally

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	• Builds trust with stakeholders through consistent actions, values and communication • Keeps stakeholders up to date with issues and developments • Constructively deals with stakeholder issues
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This position description was created/ updated on 16/09/2026 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.