

Position Description

Position Title:	Senior Manager, People & Culture
Group / Office:	Corporate Services
Tenure:	Ongoing
Full Time Equivalent:	Full-time 1.0 FTE
Classification:	E
Location:	2/355 Spencer Street, West Melbourne 3003
Reports to:	Executive Manager, Corporate Services

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.

Purpose of the role

The Senior Manager, People & Culture leads VicHealth's people, culture, workforce capability and organisational development agenda, creating the conditions for an inclusive, equitable and high-performing organisation. Reporting to the Executive Manager Corporate Services, the role partners with the CEO, Executive and leaders to advise them on the key people approaches that will ensure VicHealth has the culture, capability and ways of working required to deliver its strategy and purpose.

The role shapes organisational workforce strategy and People & Culture practice so that VicHealth's internal culture, systems and workforce practices reflect and reinforce its external ambitions for health equity, in all forms, in the service of public health. Working in partnership with VicHealth's health equity specialist, the Senior Manager embeds equity into people and organisational practices and provides strategic advice to the CEO and Executive on equity, culture, workforce transformation and organisational development.

Position Description

The key purpose areas of this role are:

- **Provide strategic people and organisational leadership**

Translate VicHealth's strategy and priorities into contemporary workforce, culture, capability and organisational development approaches> Provide expert strategic advice to the CEO and Executive on culture, equity, workforce transformation, and emerging people and organisational risks and opportunities, informed by internal and external insights.
- **Shape an equitable, inclusive and high-performing organisation**

Shape organisational practice so VicHealth's internal culture, systems and workforce practices reflect and reinforce its external ambitions for health equity. Build a culturally and psychologically safe workplace that supports inclusion, wellbeing, learning, accountability and high performance.
- **Partner to embed equity and anti-racist practice**

Work closely with VicHealth's health equity specialist and leaders across the organisation to translate equity principles into people, culture and organisational practices, embedding equity, cultural safety and anti-racism in policies, employment practices and workforce decision-making.
- **Build leadership, workforce and organisational capability**

Strengthen leadership and people-management practice through continuous learning and improvement, and lead organisational development, workforce planning and organisational design to ensure VicHealth has the capabilities, structures and ways of working required to deliver its strategy and adapt to future needs.
- **Lead organisational learning, engagement and change**

Strengthen organisational learning and employee engagement and enable effective organisational change, supporting leaders and employees through transformation with a focus on equity, communication, cultural and psychological safety, wellbeing and sustainable implementation.
- **Lead a contemporary and employee-centred People & Culture function**

Ensure trusted, responsive and effective services across the employee lifecycle, including employment frameworks, recruitment and onboarding, employee and industrial relations, performance, development and remuneration, workplace policies, and wellbeing, health and safety. Pragmatically lead the function, focussing on outcomes whilst understanding resource realities in the government context.
- **Ensure strong people governance and stewardship**

Maintain effective employment frameworks, policies, people systems and workforce reporting, ensuring compliance and the sound management of employment, industrial, health and safety and organisational risk, while continuously improving P&C systems, processes and practices, through an equity and anti-racism lens.

Position Description

The role will work constructively and collaboratively with the VicHealth Board, CEO and other members of the Executive Management team and managers and staff across the organisation. You will develop and nurture excellent relationships internally and with key external stakeholders, including staff in government departments and external service providers, and drive high-performance and outcomes for Victorians.

You must be a clear communicator for VicHealth's strategy, purpose and aspirations, be able to maintain productive relationships with stakeholders and always represent VicHealth in a professional manner.

Scope of the role

Financial	As per VicHealth Delegation Policy.
People	Direct: 2

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.

Position Description

Main Role Responsibilities

Functions	Activities
People and workforce advisory	- Lead the development, coordination, delivery and evaluation of a P&C strategy that supports VicHealth's strategy and purpose - Utilise contemporary thinking to provide strategic People & Culture advice and input to the CEO and Executive Leadership team
Workforce Planning	- Use employee data, engagement metrics, and workforce analytics to assist in development of a VicHealth's workforce plan - Ensure that workforce planning focuses on identification of critical skills required for execution of VicHealth's strategy and purpose - Seek ways to include equitable practices into the workforce planning processes
Organisational Development & Performance Management	- Ensure that the performance focus of leaders and team members is on their impact on the delivery of VicHealth's strategy and purpose - Implement a learning architecture that identifies and develops key skills, that support VicHealth's strategy and long-term objectives
People systems governance and stewardship	- Champion VicHealth's efforts to embed equity, cultural safety and anti-racism in policies, employment practices and workforce decision-making - Develop systems, data and reporting that enable early identification of risks and development of proactive prevention plans
Leadership and Management	- Provide clarity in role objectives and key performance indicators and foster individual accountability for achieving outcomes - Actively develop team members through performance appraisals, developmental opportunities, coaching and training - Build People & Culture leadership and technical capability
Diversity, Equity & Inclusion (DEI)	- Actively seek to attract and retain people from a diverse range of backgrounds and experiences, enabling them to perform through addressing their individual needs and contexts - Advocate for diversity in future leadership pipelines - 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 and Safety	- Ensure VicHealth has a culture of trust which is free from bullying/harassment/inappropriate behaviours - Always take reasonable care for their own health and safety and that of others who may be affected by their conduct - Is always responsible for maintaining a safe and healthy work environment for all

Position Description

Key Selection Criteria (Knowledge, experience and skills)

Qualifications & experience	- Relevant tertiary and post graduate qualifications, and management experience in a human resources, DEI or organisational development function - Experience working within the government sector would be well regarded but is not essential
Strategic Planning	- Able to demonstrate ability to think strategically - Translates strategic directions into operational activities - Identifies or develops overall team goals that link to strategy and develop actions required to achieve these goals - Able to prioritise work based on what is important to achieve
Leadership	- Purpose driven, high achieving and impact focused leader - Demonstrates constructive (including culturally responsive) leadership behaviours, and commitment to VicHealth's strategic direction and purpose - Models a vision that generates enthusiasm and commitment - Able to demonstrate innovation and ability to deliver solutions - Can navigate complexity in processes and stakeholders
Management	- Provides clarity in role objectives, key performance indicators and success measures - Strong focus on teamwork and ability to effectively lead a team - Delegates tasks and responsibilities to team members appropriately - Develops a positive team culture that embraces cooperative, collaborative and effective work practices - Role models constructive leadership behaviour and sets clear expectations of behaviours required to perform the role
Budget & Financial	- Prepares annual operational people and financial budgets and monitors against agreed targets - Provides data and P&C insights that help leaders to make better people decisions - Thinks about P&C investments delivering a return to employees, teams and the organisation
Communication Skills	- Confidently conveys ideas and information in a clear way - Understands and meets the needs of target audiences - Demonstrates strong active listening skills to ensure people are always in the conversation - Structures written communications effectively to achieve their purpose, with a strong understanding of the information needs of target audiences (including Board papers and Executive Team Briefings)
Achieves Results	- Action oriented, and seeks innovative solutions to strategically position VicHealth - Identifies potential issues and setbacks and works to optimise outcomes - Ensures delivery on intended results

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The incumbent will be required to provide VicHealth with a National Police Check and will annually be required to declare any Conflicts of Interest and complete a Declaration of Private Interests Form. This position description was created / updated on **30/09/2026** 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.