**Position Title:** **Chief of Staff**

Position Number: TBC

Group / Office: Chief Executive Office

Tenure: Fixed term, 18 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: Chief Executive Officer

Further information: [www.vichealth.vic.gov.au](file://C:\Users\mflood\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\ceo-ea\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\INetCache\mflood\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Documents%20and%20Settings\sgreaves\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\H32CUM85\www.vichealth.vic.gov.au)

**About The Victorian Health Promotion Foundation (VicHealth)**

A world-first health promotion foundation, VicHealth focuses on promoting good health and preventing chronic disease. We pinpoint and prevent the negative influences of ill health and champion the positive influences of good health. Our pioneering work includes creating and funding world-class interventions; conducting vital research to advance Victoria’s population health; producing and supporting public campaigns to promote a healthier Victoria; and providing transformational expertise and insights to government. We work with all levels of government, across political parties and communities, and a range of sectors across health, sports, research, education, the arts and media.

VicHealth takes pride in being an equal opportunity employer championing equity and diversity in the workplace.

**Purpose of the role**

The Chief of Staff provides coordination, support and advice to the CEO of VicHealth by:

* Leading and coordinating the day-to-day functioning of the CEO office and team
* Providing strong alignment with, and dissemination of, the vision and priorities of the CEO and VicHealth Board
* Working with the CEO to coordinate the development of the next multi-year strategy for VicHealth
* Developing and maintaining strong relationships with key stakeholders that are crucial to achieving the strategic vision of VicHealth
* Ensuring that the CEO Office supports the organisation’s approach to addressing health inequalities and equity-focused health promotion
* Providing strategic input into all parts of the organisation’s planning to support the delivery of the current Action Agenda
* Working closely and meaningfully with communities and partners, informing the strategic directions of the organisation
* Leading key Strategic Projects that may be identified to support the delivery of the VicHealth strategy; and
* Ensuring that the current and future VicHealth strategy ultimately benefits the health and wellbeing of Victorians.

The Chief of Staff will have close working relationships with the Chief Executive Officer, Executive Leadership Team and the Executive Assistant, Chief Executive Office and is expected to develop and nurture excellent relationships across VicHealth and with key external stakeholders, including in government departments and agencies, and non-government organisations. In order to achieve this, the person in this role must be able to provide efficient and effective liaison; maintain relationships with stakeholders; and represent VicHealth in a professional manner at stakeholder events.

**Scope of the role**

|  |  |
| --- | --- |
| Financial | None |
| People | 3 direct reports |

**Cultural & 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 new ways of working within the Future Healthy Group, 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 (internal or external) 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 that we lead and supervise and/or for other staff; and encouraging growth and development 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** |
| Strategic Planning and Insights | * Generate new strategic ideas and approaches relevant to advancing the Future Healthy strategy, and lead their development and implementation, where appropriate with members of the Executive * Work with the CEO, Executive and Board to coordinate the development of the next multi-year Strategy for VicHealth * Bring together key information required to support the development of the next Strategic Agenda * Support the CEO in the strategic planning process to ensure that the process is timely, focused, and value adding |
| Leadership and Supervisory Responsibilities | * Lead the functioning of the CEO Office, including strategic planning and supervision of other staff members * Lead ways of working that influence and support others to commit to change and continuous improvement * Mentor and support team members to achieve their goals * Provide clarity in role objectives and key performance indicators * Delegate tasks and responsibilities to team members appropriately * Monitor performance and provides timely and constructive feedback |
| Teamwork | Contribute to the development of a highly effective team by:   * Working collaboratively across the organisation * Sharing knowledge and experiences * Running team meetings, and participating in strategic and corporate planning meetings 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 |
| Relationship Management | * Develops and maintains sector stakeholder relationships and networks * Provides advice to the CEO Office on key initiatives across Vic Health * Builds and maintains strong relationships with internal and external stakeholders |
| Equity and Diversity | * Contribute to maintaining an environment where differences are valued, encouraged and supported * Maintain VicHealth’s ideals of cultural diversity in the workplace * Play an active role in ensuring that VicHealth is a culturally safe workplace |
| **Governance, Risk, Behaviour & Conduct** | Act in accordance with:   * 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. |
| **Occupational Health and 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 |

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

|  |  |
| --- | --- |
| **Qualifications and experience** | * Graduate qualification in a policy, strategy or business areas * Post graduate qualifications such as an MPH or MBA would be well regarded * At least 3 years’ experience working in building and implementing innovative strategic frameworks and strategies * Experience working within the community sector (such as in multicultural, community art and cultural development environments), bringing strong methodologies and a clear respect and engagement with communities * Strong experience working with and through communities that frequently face structural barriers to achieving good health * Strong understanding and experience in equity and diversity |
| **Project management** | * Designs, implements and manages all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials * Communicates effectively and builds relationships with all stakeholders of the project * Plans and delivers the successful completion of projects |
| **Collaboration** | * Ability to work across groups and teams to achieve outcomes * Ability to support the implementation of shared strategies and objectives * Demonstrated experience in supporting the implementation of continuous improvement and organisational change |
| **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 * Identifies and manages a range of complex and often competing needs * Uses understanding of stakeholders to ensure outcomes are achieved * Finds innovative solutions to resolve issues * Builds trust through consistent actions, values and communication * Keeps stakeholders up to date with issues and developments * Constructively deals with stakeholder issues |
| **Communication skills** | * Confidently conveys ideas and information in a clear way * Welcomes and provides constructive feedback * Handles difficult and sensitive communications well * Listens, understands and adapts to audience * Negotiates persuasively * 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 * Communicates technical issues and ideas in plain English, and listens for feedback * Demonstrated communication style that facilitates collaboration |
| **Attention to Detail** | * Observes fine details * 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 created / updated on 04/10/2021 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.