**Position Title:** Lead, Internal Communications and Change

Position Number: TBC

Group / Office: CEO Office

Tenure: Fixed Term, 12 months

Full Time Equivalent: Full Time

Classification: VicHealth D (+ Superannuation)

Location: Level 2, 355 Spencer Street, West Melbourne

Reports to: Chief of Staff

Further information: Introducing VicHealth [www.vichealth.vic.gov.au](file:///C:/Documents%20and%20Settings/sgreaves/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/H32CUM85/www.vichealth.vic.gov.au)

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

As Victoria’s pioneering health promotion agency, VicHealth works with our partners in health, sport, government, the arts, workplaces, research and education to discover, implement and share solutions for long-term health.

Promoting good health and preventing illness allows more Victorians to enjoy better health and wellbeing, which means they will have more time and energy for the things they enjoy.

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

**Purpose of the role**

The Lead, Internal Communications and Change supports and contributes to the health promotion capacity of VicHealth by:

* Working in the CEO Office, including directly with members of the Executive Team, to lead, manage and implement the organisation’s approach to internal communications,
* Creating strategic content for internal communications that aligns with organisational needs and values,
* Assessing change readiness, identifying key stakeholders, and providing strategic advice to the leadership team on improvements,
* Developing and delivering organisational change strategies and plans, particularly in the context of a move from the *VicHealth Action Agenda 2013-2023* to a new strategic plan.

The Lead, Internal Communications and Change Management has a close working relationship with the Chief of Staff and Executive Lead, People and Culture and is expected to develop and nurture excellent relationships across program units and key external stakeholders, including staff in government departments and agencies. 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**

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| Financial | As per VicHealth Delegation Policy |
| People | May supervise employees |

**Cultural and Professional Standards**

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|  | 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**

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| **Functions** | **Activities** |
| **Lead change management** | * Develop and deliver organisational change strategies and plans, particularly in the context of a move from the *VicHealth Action Agenda 2013-2023* to a new strategic plan * Assess change readiness across the organisation and provide strategic advice to the leadership team on change approaches, risks and opportunities * Identify key stakeholders and actions for change management * Lead the delivery of change management plans, including communicating these plans to key stakeholders |
| **Internal communications development and implementation** | * Work with the Executive Team and Chief of Staff to lead and manage the organisation’s approach to internal communications * Plan, support and coordinate internal communications from the CEO Office and Executive Team * Day-to-day creation of content for internal communications that aligns with organisational needs and values * Seek ways to improve internal processes and approaches to internal communications across the organisation * Develop and deliver internal communications plans in alignment with organisational change strategies and plans, including cross-organisational needs |
| **Program and project management** | * + Plan projects or activities that enable effective implementation of key CEO Office and organisational needs   + Understand business needs to ensure organisational change is designed to deliver upon desired organisational goals   + Project manage the delivery of major change initiatives and internal communications initiatives |
| **Teamwork** | Contributes to the development of a highly effective team by:   * Working collaboratively across the organisation * Participating and contributing 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 |
| **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 Policies, Procedures 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)**

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| **Qualifications and experience** | * Tertiary qualifications in a relevant field/discipline * Previous experience in delivering internal communications * Previous experience establishing comprehensive change management strategies aligned to organisational strategies, and seeing through to implementation * Experience working within government agencies is desirable |
| **Communication skills** | * Very strong written skills, with the demonstrated ability to communicate effectively across platforms and audiences * Strong understanding of the information needs of target audiences, with the ability to listen, understand and adapt to feedback and changing audience needs * Ability to communicate effectively in a fast-paced environment * Can handle sensitive and strategic communications well * Demonstrated high level of attention to detail, with a strong ability to ensure the accuracy of information |
| **Change management** | * Strong ability to lead and manage organisational change strategies and plans * Can effectively assess change readiness across the organisation and identify key actions, stakeholders and alignments * Can provide strategic advice to the leadership team on change approaches, risks and opportunities |
| **Interpersonal skills** | * Strong interpersonal and stakeholder relationship management skills * Ability to work effectively with the Executive Team and across the organisation * Identifies and builds strong relationships with key stakeholders to support internal communications and change projects |
| **Project management and delivery** | * Plans projects or activities that enable effective implementation of key CEO Office and organisational needs * Understands and meets key organisational milestones and deadlines * Project manages the delivery of major change initiatives and internal communications initiatives * Experience in data analysis, monitoring and reporting desirable although not required |
| **Proactive working style** | * Action oriented, and seeks innovative solutions * Ability to work effectively with senior leadership |

This position description was created/updated on 24/11/2022 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.