
Position Details

Classification:	SES2 (\$290,601 - \$419,000 TRP)
Work Location:	222 Exhibition Street, Melbourne 3000
Employment Type:	Full Time – Maximum fixed term, up to three (3) years
Hybrid Work Model:	VHBA prides itself on the flexibility to balance work and life commitments. The current hybrid model allows for full-time employees to work three days in office and two days from home. The nature and scope of the flexible options will depend on the requirements of the position and FTE. For further details, please contact the representative listed below.
Further information:	Penny Wilson, SHK, penny.wilson@shk.com.au

Victorian Health Building Authority

The Victorian Health Building Authority (VHBA) is responsible for the rollout of the Victorian Government's multi-billion-dollar health capital projects. Our diverse projects span the health, mental health and aged care portfolios across metropolitan, regional, and rural settings and ambulance branches across Victoria. VHBA also provides technical support across engineering, property, asset management and environmental sustainability disciplines. Our priority is to provide innovative and sustainable infrastructure solutions that will ensure our health system meets the needs of all Victorians now and into the future.

About the Victorian Infrastructure Delivery Authority

The Victorian Infrastructure Delivery Authority (VIDA) is a specialist project delivery organisation, responsible for delivering the biggest transport and health infrastructure program in Victorian history. This includes more than 200 projects such as the Metro Tunnel, North East Link, West Gate Tunnel, removing level crossings, new and upgraded hospitals in Footscray, Frankston and Warrnambool, and specialist programs such as the early parenting centres expansion and upgrade program.

The unprecedented program of works brings together expert skillsets to deliver crucial health and major transport projects and ensure that operations are streamlined and efficient while delivering better outcomes for Victorians. Led by the Director-General, VIDA is comprised of the four project offices Major Road Projects Victoria, Level Crossing Removal Project, the Metro Tunnel Project, and the Victorian Health Building Authority.

About the Role

Reporting directly to the Chief Executive Officer (CEO), the Executive Director, Office of the CEO (OCEO) is responsible for managing the OCEO, ensuring that the focus of the CEO and Executive Leadership Team (ELT) is directed appropriately, as well leading the delivery of ministerial and parliamentary services for the Victorian Health Building Authority (VHBA).

This role will lead the OCEO in the delivery of high-level support services across the organisation in order to meet legislative, parliamentary and accountability obligations of VHBA and Ministers, including Cabinet submissions, Public Accounts and Estimates Committees processes and possible parliamentary questions. This role is also responsible for leading the development of briefs and papers for submission to Ministers, Cabinet and other governance committees.

The position will ensure that the CEO is supported with strategic connection and integration of workstreams across portfolios providing governance oversight to ensure effective information flows, timely decision making and the identification and resolution of issues.

To be successful in this role you will be an accomplished senior leader with excellent judgement and an ability to deal with diverse senior stakeholders, sensitive matters and complex situations with integrity. You will have a track record in getting across detailed technical information quickly, confident with establishing systems and processes to support good governance and making decisions under pressure, as well as practical problem-solving and strong communication and negotiation skills.

Key Accountabilities

1. Set the strategic direction for Ministerial engagement and governance reporting, leading the coordination of Cabinet submissions, Ministerial briefings, and reporting requirements, while identifying risks and opportunities to inform executive decision-making.
2. Ensure cohesive alignment with VIDA, Central Agencies, and broader Victorian Government priorities for VHBA's governance and Ministerial obligations, while driving consistency and quality in external reporting and engagement.
3. Lead the development and continuous improvement of governance systems and processes to improve the efficiency, transparency, and effectiveness of VHBA's ministerial and parliamentary obligations, ensuring sustainable ways of working.
4. Leverage data, stakeholder feedback, and business intelligence to provide strategic and pragmatic advice to the CEO on key issues and opportunities impacting VHBA's program of works and governance obligations.
5. Managing the office of the CEO, establish mechanisms to ensure critical information, strategic insights, potential risks, and recommended positions are provided to the CEO in a timely manner to enable informed and decisive leadership.
6. Maintain effective stakeholder relationships to support VHBA's mandate and provide high-level support to the CEO and ELT in maintaining and managing key stakeholder relationships across the Victorian Government and industry.
7. Manage the OCEO budget, ensuring optimal resource allocations to deliver objectives and key initiatives within broader VHBA strategies.
8. Support the CEO to build and maintain a collaborative, transparent, accountable, and productive workplace culture across the Program.
9. Foster a high-performance culture and capability development across the OCEO, empowering team members to build expertise and continuously improve skills in alignment with VHBA's strategic goals, with a partnership mindset with other Divisions and VIDA.
10. Understand health and safety legislative requirements and contemporary risk management principles, exercising due diligence in health and safety matters and being an active leader for health and safety across the organisation.

Key Selection Criteria

- **Great People Leader** – Success fostering a culture of developing and leading high-performing teams, addressing issues and sustaining a capability and career development focused culture.
- **Parliamentary & Ministerial Processes** - Extensive senior executive experience in the management of parliamentary and ministerial matters within complex and politically sensitive environments.

- **Governance** – Exceptional skills leading governance functions, with detailed understanding of the mechanisms of Government in relation to delivering major projects.
- **Strategic Advice** - Sound understanding and strong practical experience leading the preparation of strategic advice across a broad range of politically sensitive matters for senior executives including CEO's and Executive Leadership Team (C-Suite) members.
- **Government Acumen** – Strong practical knowledge and proven success understanding political processes and priorities of State Government, with the ability to effectively anticipate potential issues before they arise. Proven track record providing clear, authoritative and effective advice to senior government decision makers (Secretaries and Ministers) on complex project issues within politically sensitive arenas.
- **Emotional Intelligence & Collaboration** – Track record developing and sustaining meaningful relationships with key senior stakeholders and highly self-aware. Proven success achieving great stakeholder engagement outcomes within project delivery environments.
- **Relationships & Influence** – Proven track record developing and maintaining constructive networks and relationships with key senior stakeholders and leading successful negotiations at senior levels across Government and the private sector.
- **Risk Management** – Track record identifying and managing (to resolution) significant communications, stakeholder engagement and public affairs risks, implementing mitigation strategies that contribute towards successful project delivery.
- **Safety** - Demonstrated understanding of safety risk management practices, involvement in project safety walks or similar, and understanding of due diligence responsibilities from a safety context.

Qualifications and Experience

- Extensive experience working in senior roles across government and strong understanding of the processes of government required to undertake major projects.
- Proven experience in the management of complex stakeholder relations involving multiple stakeholders and significant risks, requiring high-level organisational and influencing skills.
- Tertiary qualification in a relevant or related discipline and/or extensive relevant experience.

How to Apply

VIDA, for the VHBA, is partnering with SHK Asia Pacific on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/jobs> (preferred), scroll to the job advertisement/application point.

You are not required to separately address the Key Selection Criteria. Your CV (résumé) must demonstrate achievements commensurate with the position description.

Submit your CV (no more than five pages) and a concise cover letter (one page or an email), broadly addressing your proposition for the role.

Direct and third-party applications will be forwarded to SHK. There is a concurrent search.

Candidates may be contacted by email or phone, including voicemail message.

Please note, selection processes may take some time, and may include multiple panel interviews and meetings. You may be invited for a further conversation or invited to an interview with the Consultant. Our client will be consulted throughout the process and will be making decisions on progression stages. If you are shortlisted and invited to meet with Panel, you will be provided with advice on the Panel format.

Referees will be formally requested at the appropriate stage, after Panel. Probity documentation and proof of qualifications, as required by VIDA/VHBA and the Victorian Government, may be requested prior to a candidate being recommended for appointment. All probity requirements must be met.

Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.

For more information after reviewing this position description and submitting your CV, please contact Penny Wilson, Senior Partner on penny.wilson@shk.com.au (preferred) or +61 434 589 284, An SMS message is welcome.

If you are **unable** to apply online, please email your application (CV and cover note) to penny.wilson@shk.com.au quoting **#3076141** and the role title in the subject line. Please check on email receipt if no reply in five working days, due to email security filters around attachments. The indicative close date is 6 April 2024.

The Department is partnering with SHK Asia Pacific on this search. Full details of SHK's privacy policy may be found online at <https://www.shk.com.au/privacy-policy>

Other Relevant Information

Employment Eligibility

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.

Non-VPS applicants will be subject to a probation period of six months. This position is subject to [pre-employment screening](#), which includes a National Police Records Check and Qualification Check that will require 100 point proof of identity.

Equal Opportunity Employer

VHBA is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Agreement/Award Coverage

Employment with VHBA is subject to the terms and conditions outlined in the [Victorian Public Sector Enterprise Agreement 2024](#) (the VPS Enterprise Agreement) or for Senior Executive Service classified positions, the [Public Administration Act 2004](#).

In accordance with Section 17.3 of the VPS Agreement, all initial VPS appointments to VHBA will be on maximum fixed term contracts on the basis that VHBA is characterised as exceptional and unique to the VPS as it is capially funded to deliver specific projects and programs for defined and finite time periods. The length of the maximum fixed term contract is specified at the top of this Position Description.

Terms and Conditions

All employees are required to comply with the [Code of Conduct for Victorian Public Sector Employees](#).

Privacy Notification

Your consent will be sought to share your employment information across VIDA and other government delivery agencies for the purpose of future redeployment as the VIDA project pipeline changes. This information includes personal information such as your name, contact details, position title, VPS grade, remuneration information, employment records (such as your PDP and performance outcomes), and any other information provided by you in your CV.

Your information will be managed in a confidential manner in accordance with the [Department of Transport and Planning's Privacy Policy](#); [the Privacy and Data Protection Act 2014 \(Vic\)](#), [Information Privacy Principles](#), [the Health Records Act 2001 \(Vic\)](#), [the Health Privacy Principles](#) and the [Victorian Protective Data Security Standards](#).

Mobility

As part of this role, you may be required to travel to different locations and/or to be relocated at any time to a different work or work location within Victoria, to meet operational requirements and/or to support a team.

Safety and Wellbeing

VHBA is committed to support the safety and wellbeing of employees. VHBA assists employees to maintain their health and safety by providing training and safety systems and by offering a wellbeing program. VIDA recognises that employees are critical to its ability to deliver business outcomes and understands that a holistic approach is required in engaging, satisfying and retaining its employees.

Diversity @ VHBA

At VHBA, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all these differences bring to the Authority. The strength of the organisation is in the innovation and the diversity of its

employees. VIDA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer connection, increased wellbeing and satisfaction, and the ability to attract and retain talented people during times of economic change.

Learning and Development

We want you to grow, develop and learn with us. VHBA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. VIDA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options such as working from home, flexible working hours and generous leave provisions including Purchase Leave.