

## POSITION DESCRIPTION

<b>Position Title:</b>	Food Systems Connector for Food First in the West
<b>Business Unit/Department:</b>	Western Public Health Unit (WPHU)
<b>Division:</b>	Western Public Health Unit
<b>Award/Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Classification:</b>	Health Promotion Officer Grade 3
<b>Reports To:</b>	Population Health Promotion Senior Lead
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	8 July 2025

### Position Purpose

The *Food Systems Connector* in the Western Public Health Unit (WPHU) will lead a collaborative regional partnership comprised of 14 organisations, including 8 local government areas (*Food First in the West*) to connect and strengthen local-level food systems action to expand access to affordable, culturally-appropriate, local, nutritious food in Melbourne's central and western suburbs.

the Food First in the West partnership will act across multiple points within the food system, through five pillars of activity: 1) Strengthen local food access; 2) Link to local food growers; 3) Leverage food procurement; 4) Integrate diverse community leadership; 5) Connect community organisations. Across the five pillars of activity, the Food First in the West partnership will develop proof of concept, amplify, and leverage local learnings to scale for impact across the region over the next 3 years.

The *Food Systems Connector* will work autonomously and collaboratively to lead the governance, coordination, communications and reporting for the *Food First in the West* partnership and associated deliverables. Grounded in principles of collective impact, this role will utilise systems thinking, population health, community development, program evaluation, primary prevention and food systems expertise to deliver on health, equity and sustainability outcomes for WPHUs communities, in line with the WPHU Catchment Plan, WPHU strategic priorities, Victorian Public Health and Wellbeing Plan and external grant deliverables.

### Business Unit Overview

The Western Public Health Unit (WPHU) is one of three metropolitan Local Public Health Units (LPHUs), and alongside six regional LPHUs forms a collaborative Network to deliver frontline public health for Victoria. The LPHU Network works closely with the Victorian Department of Health to provide for local and regional responses to communicable and non-communicable diseases through community partnerships and local public health initiatives.

Led and coordinated by Western Health, WPHU serves over 1.3 million people across the local government areas of Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Merri-bek, Moonee Valley and Wyndham. WPHU investigates and manages cases and outbreaks of notifiable conditions under the Public Health and Wellbeing Act 2008 in collaboration with the Department's Community and Public Health Division, manages public health risks and supports public health emergency responses.

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WPHU collaborates with local governments, community health networks, and primary care providers to improve health outcomes across its catchment, working to keep people well by leading and supporting practical population health action.

WPHU promotes a healthy workplace culture, expressed in its culture statement:

*"We are a diverse and welcoming team that is passionate about public health. We value open and honest communication. We work together to create a flexible environment of mutual respect, inclusivity, and connection."*

## Key Responsibilities

The **Food Systems Connector** is responsible for the following activities:

### Partnership management and governance

- Establishing a governance structure, leading and organising steering committee meetings and working group meetings to support shared decision making
- Acting as a neutral arbiter and helping resolve disputes or disagreements in direction among Working Groups and Steering Committee
- Building and maintaining relationships with partners to foster involvement in the development and implementation of FFW partnership
- Extending and maintaining list of partners, activities and engagements
- Coordinating activities with partners to align strategies and actions, avoid duplication and ensure partnership deliverables are met
- Supporting aligned external and local communications
- Coordinating aligned research opportunities including potential PhD and or Masters students

### Strategic alignment

- Maintaining understanding of current implementation challenges in systems change and developing comprehensive solutions to address them
- Coordinating with other related projects and coalitions to maintain a full understanding of the current food systems landscape of local, regional and state activities, and integrate this into FFW
- Keep abreast of current policies and developments in population health, prevention, health promotion, food systems and public health to inform evidence-based initiatives and adaptive practice.
- Providing support to partner organisations wanting to align their work to the Common FFW Agenda

### Coordination of reporting and deliverables

- Tracking Food First in the West funding and deliverables to meet required milestones
- Working with funder on reporting, evaluation, coordination and external communications
- Creation and management of reporting requirements for funder
- Ensure partners are aware of reporting and evaluation requirements
- Prepare and present appropriately detailed plans, reports, discussion papers and correspondence as required for WPHU, partners or external

### Food systems and healthier eating subject matter expertise:

- Connecting with partners on best practice, keeping abreast of current evidence, policies, legislation and advancements in relevant population health prevention and promotion topics
- Provide leadership and expert advice on the planning, design and implementation of food systems and healthier eating population health initiatives in line with strategic priorities and systems thinking approach.
- Adopting contemporary health promotion practice and innovation in program development with a focus on systems thinking and collective impact within a complex environment.

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<p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.</p>
<p><b>Key Working Relationships</b></p>
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Divisional Director Western Public Health Unit</li> <li>• Director Western Public Health Unit</li> <li>• WPHU Senior Leadership Team</li> <li>• WPHU Senior Manager Population Health Promotion and Planning</li> <li>• WPHU Population Health Promotion Senior Lead</li> <li>• WPHU Population Health Promotion Officers</li> <li>• Other WPHU staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Victorian Department of Health, Public Health Division</li> <li>• Other Victorian Government Departments and Agencies</li> <li>• Other Local Public Health Units</li> <li>• VicHealth</li> <li>• Community Partners including Community Health, not-for-profit sector, Local Government, Metropolitan and Regional Health Services</li> <li>• Key public health stakeholders and peak bodies both local and state such as VicHealth</li> <li>• Community members</li> </ul>
<p><b>Selection Criteria</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Undergraduate qualification in public health, health promotion or related field</li> <li>• Demonstrated experience in delivering a population health approach to food systems and healthier eating of more than 7 years.</li> <li>• Demonstrated experience in leading the planning, implementation and evaluation of a regional or local government area wide-sized project or health initiative relating to primary prevention</li> <li>• Demonstrates the ability to coordinate population health promotion activities including evidence of community engagement, co-design and evaluation.</li> <li>• Works effectively with stakeholders, builds strong relationships and demonstrates high level emotional and social awareness with the ability to manage complex and sensitive issues.</li> <li>• Demonstrates an understanding of contemporary food systems thinking and practice, population health promotion practice including systems thinking, collective impact, settings and place-based approaches.</li> <li>• Demonstrates high level effective written, verbal and non-verbal communication skills and the ability to build networks</li> <li>• Competent in using Microsoft 365 and social media IT systems including those utilised for social marketing in the context of health promotion.</li> <li>• Be available and flexible to coordinate and attend occasional after-hours or weekend events</li> <li>• Valid Driver's Licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Master's qualification in health promotion, population health or related fields (or working towards)</li> <li>• Demonstrates experience or applied research skills delivering on population health systems change and/or systems improvement to settings in health, community and/or universal services (such as health legislation/policy, health reform)</li> <li>• Demonstrates an understanding of relevant current Victorian and Commonwealth Government's Prevention policy environment</li> <li>• Knowledge of health and community landscape in the WPHU catchment.</li> </ul>

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- Experience delivering externally-funded grants, including reporting and deliverables
- Experience working to a collective impact model

#### Personal Attributes

- Able to work both within a team environment as well as the ability to work independently, with minimal supervision
- Able to take initiative and problem-solve, balanced against the need to seek advice and work within the scope of the role
- Able to respond to emerging opportunities and balance with existing workload

#### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

#### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smokefree environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

[Click here to enter the Employee's name.](#)

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Employee's Signature:		Date:	Click here to enter a date.

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