

3 June 2025

Candidate briefing

PARKS VICTORIA

New Executive Roles



ROLE

Titles	New Executive Director and Director roles
Reports to	Chief Executive Officer
Location	Head Office, Melbourne CBD, or as agreed across Parks Victoria locations

THE ORGANISATION

From the Alps to Gariwerd, Wilsons Promontory to St Kilda Pier, Parks Victoria manages some of the most spectacular parts of the state on behalf of all Victorians.

Responsible for over 4 million hectares of parks and reserves, local ports and waterways that together attract more than 100 million visits annually, the organisation plays a vital role in enabling people to enjoy Victoria's great outdoors, while protecting our natural environment and cultural heritage – the things that make these places so special.

Parks Victoria is a statutory authority of the Victorian Government, and works in close partnership with Traditional Owners, communities, user groups and others to deliver positive outcomes for people, the environment and vibrant local economies.

For more information please see:

- <https://www.parks.vic.gov.au/about-us>
- <https://www.parks.vic.gov.au/about-us/our-ministers>
- [parks-victoria-corporate-plan-2020-24-20220222.pdf](#)
- <https://www.parks.vic.gov.au/land-management/land-management-strategy>
- <https://www.parks.vic.gov.au/-/media/project/pv/main/parks/documents/about-us/annual-reports/parks-victoria-annual-report-2023-24.pdf?rev=753a5fc2705249439f4a2733e5c62164>

BACKGROUND

A new Chief Executive Officer (CEO), Lee Miezis has been appointed to partner with a refreshed Board and lead the organisation to achieve its mission. See <https://www.premier.vic.gov.au/new-leadership-parks-victoria> and for the Board <https://www.parks.vic.gov.au/about-us/parks-victoria-board>

Part of fostering a culture of delivery and focus on the future, Parks Victoria's leadership structure is evolving with a newly established Senior Executive Committee (SEC), which draws in the leadership across the organisation. The SEC works closely to continue the organisations success and grow Parks Victoria in line with its strategic goals, whilst remaining true to their ethos and values. The SEC includes new roles, all reporting directly to the CEO:

- Chief Operations Officer (#3248651), SES-2
- Executive Director - Strategy, Planning and Programs (#3257150), SES-2
- Executive Director - Corporate Services (#3257152), SES-2
- Director – Office of the Chief Executive Officer (#3257155), SES-1
- Director – Aboriginal Engagement and Partnerships (#3257156), SES-1

These career making roles, requiring excellence in people leadership and a commitment to the purpose of Parks Victoria.

THE STRUCTURE AND STRATEGY

The Organisation structure will continue to be refined to support the core purpose and a clear focus on outcomes for the people of Victoria.

The fundamental mission of Parks Victoria is to collectively manage a diverse estate of Parks and reserves for all Victorians. They aim to enable enjoyment of all, protect nature and cultural values, support prosperity and growth

The new roles support these themes and are fundamentally around service and values-based leadership. Structural foundations will be centred around operations and delivery, strategy and planning, enabling services, strategic coordination, working better across the organisation and with all key partners, particularly Traditional Owners.

The refined strategic direction is focussed around on four core components. See the included Strategic Plan on a Page, which provides as a basis to guide the organisation as it evolves.

Purpose of Parks Victoria Parks Victoria's purpose provides clarity and direction for the organisation, ensuring strategies, actions and culture are cohesive.
Key role of Parks Victoria Parks Victoria's remit to deliver excellent land and conservation management defines the organisation's service model, metrics and KPIs.
Organisational Design Principles Provisional design principles outline the desired characteristics of the future operating model. These provisional principles will be used to guide the design of future state options.
Organisational Outcomes Improved outcomes and experience for communities are at the centre of decision making. The future operating model will seek to strengthen capabilities, support delivery effectiveness and improve community engagement.

More information will be available for candidates at the short-listing stage.

REMUNERATION

As roles are in the indicated Senior Executive Services (SES) bands on the relevant Position Description, and are Total Remuneration (TRP) which means the total is inclusive of statutory superannuation, 12% from 1 July 2025.

SES-1 is \$225,000 to \$290,600 and SES-2 is \$290,001 to \$419,000 TRP.

A standard Victoria public sector executive contract of up to five years will be offered.

HOW TO APPLY

The Department is partnering with **SHK Asia Pacific** on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/job-results> (preferred), scroll to the job advertisement/application point for access to information and to apply.

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 (in Microsoft Word format, no more than five pages) and a concise cover letter (one page or an email), broadly addressing your proposition for the role. All documents are to be attached in Microsoft Word format. 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 may be requested prior to a candidate being recommended. 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, and ideally after submitting your CV, for the **Chief Operations Officer** or the **Executive Director roles** please contact **Penny Wilson**, Senior Partner at penny.wilson@shk.com.au or +61 434 589 284, and **Matthew Bellegheem**, Managing Partner at Matthew.Bellegheem@shk.com.au or +61 402 740 665.

For **Director Office of the Chief Executive Officer** or the **Director Aboriginal and Engagement Partnerships** roles please contact **Cameron Norton**, Partner at cameron.norton@shk.com.au or +61 474 574 565, or **Lilli Vagnarelli**, Associate Partner at lilli.vagnarelli@shk.com.au or +61 417 947 028.

If you are **unable** to apply online, please email your application to the relevant consultants, **quoting role number (listed on p.1) and the role title** in the subject line. Please check on email receipt if no reply in seven working days, due to email security filters.

See the advertisement for the indicative close date.

We treat your information confidentially. Full details of SHK's privacy policy may be found online at <https://www.shk.com.au/privacy-policy>.

Parks Victoria Position Description: Director – Aboriginal Engagement and Partnerships

Position details

Position title:	Director – Aboriginal Engagement and Partnerships
Classification:	SES-1
Employment term and type:	Fixed Term, Full Time 1.0 FTE
Directorate:	Office of the Chief Executive Officer
Work location:	Melbourne Central Business District (or negotiable)
Reports to:	Chief Executive Officer
Direct reports:	6
Position Number:	10868

About the position

Reporting to the Chief Executive Officer, the Director – Aboriginal Engagement and Partnerships is an executive role, responsible for leading the Aboriginal Engagement and Partnerships Directorate in providing strategic direction and culturally sound advice to guide Parks Victoria and empower staff to genuinely partner and meaningfully engage with Traditional Owners and Aboriginal Victorians, including through joint management of parks and reserves. The Directorate also provides cultural heritage management advice and oversees the implementation Aboriginal employment and cultural strategies to build cultural capability, a culturally safe environment and to develop Parks Victoria's Aboriginal and Torres Strait Islander workforce.

This is a key leadership role for an experienced executive. You will build and lead a team through change to achieve a positive organisational culture, efficient ways of working and the highest standards of performance. The Director – Aboriginal Engagement and Partnerships is critical to the success of Parks Victoria, as the organisation undergoes significant transformation, getting 'back to basics' to improve its performance in ensuring Victoria's diverse network of parks and reserves remain accessible for all visitors to enjoy, while protecting natural and cultural values.

This role is classified as a Designated Aboriginal Position. A designated position is only available to Aboriginal and/or Torres Strait Islander people. It is an affirmative or special measure under section 12 of the Equal Opportunity Act 2010 to support redressing disadvantage of certain groups or individuals.

About Parks Victoria

Parks Victoria is a statutory authority of the Victorian Government acting in accordance with the *Parks Victoria Act 2018*.

Parks Victoria is responsible for managing a diverse estate of more than 4 million hectares including 3,000 land and marine parks and reserves making up 18 per cent of Victoria's landmass, 75 per cent of Victoria's wetlands and 70 per cent of Victoria's coastline. Victoria's parks are home to more than 4,300 native plants and around 1,000 native animal species.

Parks Victoria's estate attracts more than 100 million visits every year and we are committed to providing accessible, enjoyable, diverse programs and destinations while protecting and enhancing environmental and cultural values.

We work in partnership with Traditional Owners, government and non-government organisations, private landowners, friends groups, volunteers, licensed tour operators, lessees, research institutes and the broader community to deliver positive environmental, economic and social outcomes for all Victorians.

About the Aboriginal Engagement and Partnerships Directorate

The Aboriginal Engagement and Partnerships Directorate provides strategic direction and culturally sound advice to guide Parks Victoria and empower staff to genuinely partner and meaningfully engage with Traditional Owners and Aboriginal Victorians, including through joint management of parks and reserves. The Directorate also provides cultural heritage management advice and oversees the implementation Aboriginal employment and cultural strategies to build cultural capability, a culturally safe environment and to develop Parks Victoria's Aboriginal and Torres Strait Islander workforce.

Key accountabilities

1. Lead the Aboriginal Engagement and Partnerships Directorate to achieve high standards of performance, accountability, collaboration, ethics and integrity; manage the allocation of resources, budgets, business and project planning and reporting; and demonstrate a strong commitment to a positive culture and the development of staff.
2. As an active member of the Senior Executive Committee at Parks Victoria, drive the overall operational strategy and direction of the organisation, taking a 'one-Parks Victoria approach' to the delivery of priorities; build a high performing workforce that is safety and wellbeing focussed, outcome-orientated, collaborative, innovative, professional and engaged.
3. Build, maintain and leverage strategic relationships and ways of working to ensure that Parks Victoria is a trusted and valued partner of Traditional Owners, government and non-government organisations, unions, volunteers, and the broader community in the delivery of positive environmental, social and economic outcomes for all Victorians in the management of parks and reserves.
4. Provide authoritative advice to the Board, Chief Executive Officer (CEO) the Senior Executive Committee and staff on approaches to effectively build relationships and partner with Traditional Owners and Aboriginal Victorians and foster Aboriginal participation and inclusion to improve Aboriginal employment, cultural wellbeing and economic prosperity; represent Parks Victoria in external forums as required.
5. Ensure a robust, transparent, risk and evidence-based approach to service delivery within Aboriginal Engagement and Partnerships Directorate, empowering and supporting place-based leadership, and devolving decision making with an appropriate accountability framework embedded within the Directorate and across Parks Victoria; drive process improvements to achieve performance excellence and priority outcomes in a more effective and efficient way.
6. Drive agile and responsive tasking and coordination of resources within the Aboriginal Engagement and Partnerships Division to ensure Parks Victoria's highest priorities are delivered on time and to budget; develop strategic partnerships to drive efficiencies in the delivery of functions.
7. Lead the Aboriginal Engagement and Partnerships Directorate in providing high quality support, strategic advice and engagement to effectively build relationships and partnerships with Traditional Owners and Aboriginal Victorians, underpinned by the principles of self-determination, ensuring that legal obligations are met and aspirations for protecting and healing Country, improving employment, cultural wellbeing and economic prosperity are supported.
8. Provide strategic leadership to drive Parks Victoria's Managing Country Together framework and joint management of parks and reserves; lead the development of policies, procedures and guidelines to ensure cultural heritage protection laws are complied with, and the provision of hands on support to operational staff in their implementation; design and deliver cultural strategies across Parks Victoria to build cultural capability, a culturally safe environment and to develop Parks Victoria's Aboriginal and Torres Strait Islander workforce.
9. Drive excellence and continuous improvement in program and service design and delivery, and in the provision of expert advice; simple and fit for purpose strategy, frameworks, policies and procedures; and hands-on support that act as guardrails the delivery of on-ground services for the management of park, reserve and designated waterways; empowering place-based leadership and delivery to support outcomes that respond to local requirements, consistent with government and organisational requirements and priorities.
10. Support Parks Victoria's contribution to Victoria's emergency management arrangements, delivered at the direction of the Chief Fire Officer of Forest Fire Management Victoria (FFMVic).

Key selection criteria

1. Experience and qualifications

- Demonstrated experience in working effectively with diverse Traditional Owner groups and Aboriginal Victorians and ability to strengthen and build relationships and partnerships.
- A proven record of achievement in an executive role, leading teams through change to achieve high performance and a positive organisational culture.
- Experience in leading in a large, complex organisation, managing competing priorities and diverse stakeholder interests.

2. Knowledge and skills

- Demonstrated knowledge and understanding of Victorian Aboriginal cultures and societies including Traditional Owner groups.
- Demonstrated knowledge of Victoria's Aboriginal cultural heritage and Traditional Owner settlement laws.
- Demonstrated knowledge about public land management is desirable.

3. Leadership capabilities

- Proven ability to build and engage a high performing, capable and customer focussed workforce.
- Proven ability to coach, mentor, motivate, empower and influence workforce and peers to high performance and continual improvement.
- Proven ability to articulate and gain workforce commitment to a vision, generating enthusiasm and commitment.
- Demonstrates the consistent use of sound judgement and the highest standards of professional ethics in taking calculated risks, making and influencing quality decisions and developing innovative solutions to complex problems.

4. Relationship building and stakeholder management

- Proven ability to initiate, sustain and leverage strategic relationships internally and externally over extended periods of time, with an ability to influence at all levels.
- Demonstrates relationship building skills that manage diverse internal and external stakeholder groups and demonstrate ability to work collaboratively as part of highly effective executive leadership team.

5. Strategic thinking capabilities

- Demonstrates big picture thinking to develop innovative solutions and strategies that continually evolve and define future outcomes.
- Proven ability to cultivate new ways of interpreting and forecasting strategic issues and identifying opportunities for improvement.

6. Governance and compliance capabilities

- Demonstrated application of effective governance, accountability and performance.
- Ability to apply relevant government legislation, regulations, reporting directives and procedures, to achieve optimal strategic outcomes.
- Proven ability to provide authoritative advice and professional leadership on highly complex and sensitive governance, audit, risk management matters.

7. Policy and project management capabilities

- Demonstrates an integrated approach to delivering strategic enterprise level objectives.

- Demonstrates a sophisticated approach to influencing and gaining support for initiatives to deliver on organisational objectives.

8. Organisational planning and problem-solving capabilities

- Proven ability in establishing organisational frameworks, systems, processes and capabilities to support strategy aligned performance excellence.
- High level conceptual, analytical and judgement skills to lead generation and implementation of innovative solutions.
- Ability to think outside the square, a willingness to try new things and a genuine desire to learn, share knowledge and make a difference.

Emergency response and recovery

Parks Victoria plays a role in Victoria's emergency response and recovery activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training.

Employment requirements

Employment terms and conditions	<p>Senior Executive Service employees are covered by a standard executive contract prescribed by the Public Administration Act 2004.</p> <p><u>The Victorian Public Service (VPS) Executive Employment Handbook</u> provides further information about government's policy on employment and remuneration for executives.</p>
Financial delegation and declaration of private interests	<p>Financial delegation for this position is \$300,000.</p> <p>Appointment to an Executive position requires a Declaration of Private Interests upon appointment.</p>
Probity checks	<p>Parks Victoria will conduct relevant and required checks about applicants and the information provided with an application. Such checks include but are not limited to a statutory declaration and consent form consenting to Parks Victoria contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A police check will be conducted as part of the selection process.</p>
Additional security clearance	<p>Identified positions within Parks Victoria may require additional security clearance. The successful candidate will be required to obtain and maintain this level of clearance.</p>
Occupational health and safety	<p>Parks Victoria employees are required to take all reasonable care for their own health, safety and wellbeing, and the safety of all people wherever they may be working. The incumbent will be required to complete all the mandatory OHS training requirements for Parks Victoria, which may include training specifically related to the role, such as equipment usage and people management.</p>

Other relevant information

Accessibility

At Parks Victoria we foster and value diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. If you wish to obtain information about this role in an alternative format, (such as large print or audio) please contact the National Relay Service on 133 677 or email: recruitment@parks.vic.gov.au

Employer of choice

We are committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities with whom we partner.

We champion inclusiveness and is committed to attracting, recruiting, employing, developing, and retaining people with disability, as part of a workforce reflecting the diversity of the broader community.

We support the Public Sector Veteran Employment Strategy and provides a broad range of flexible working arrangements. We value our people and subscribe to the principle that all VPS roles are flexible.

Privacy

Our collection and handling of information is consistent with the requirements of *the Privacy and Data Protection Act 2014 (Vic)* and the *Public Records Act 1973*.
