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April 2025

Candidate briefing

DEPUTY CHAIRPERSON

Victorian Multicultural
Commission

Role

Title	Deputy Chairperson
Reports to	Chairperson
Location	Melbourne Central Business District
Term	Up to four years
Remuneration	Annual remuneration of \$134,361, plus superannuation (pro rata)
Employment Type	Part-time (0.6 FTE)

The organisation

The Victorian Multicultural Commission (VMC) advocates for Victoria's culturally, religiously, and linguistically diverse communities. Established in 1983 as the Ethnic Affairs Commission, it serves as a vital link between these communities and the Victorian Government, providing independent advice to shape policies, legislation, and services.

As a trusted leader, the VMC fosters social harmony, particularly in challenging times, as seen in its responses to events like the 2002 Bali bombings and the 2005 Cronulla riots. It also strengthens diversity through initiatives such as Cultural Diversity Week, the Multicultural Film Festival, and the Victorian Multicultural Festival.

The VMC promotes the cultural, social, and economic benefits of multiculturalism by pushing for systemic change, including more diverse government workforces and improved data collection for inclusive policy-making. It also works to enhance public services, making them more accessible and culturally responsive.

Key stakeholders include multicultural and multifaith organisations, service providers, peak bodies, faith groups, businesses, individuals, the Minister for Multicultural Affairs, government departments, agencies, and statutory bodies.

Operating under the Multicultural Victoria Act 2011 (the Act), the Commission consists of:

- Chairperson;
- Deputy Chairperson;
- Community Representative Commissioner;
- Youth Commissioner; and
- Eight Commissioners.

The Chairperson presides over meetings of the Commission and is responsible for leading and managing the Commissioners in the discharge of their duties, with the support of a dedicated management team.

For further information please see:

- [Victorian Multicultural Commission & Annual Report](#)

Background

The Victorian Multicultural Commission (VMC) recently reviewed its strategic direction to ensure it remains effective and responsive to Victoria’s growing diversity. With over half of Victorians born overseas or having a parent who was, and more than 290 languages and 135 faiths represented, Victoria is one of the most culturally diverse places in the world.

The review reaffirmed the VMC’s strengths, particularly its deep community connections. Following government changes, the VMC returned to being an agency related to the Department of Premier and Cabinet, enhancing its ability to support government priorities in advocacy, engagement, and promotion.

Recent global events, such as the conflict in Gaza, have deeply affected local communities, with social media and 24/7 news amplifying trauma and grief. The VMC focuses on maintaining dialogue with community and faith leaders, facilitating engagement with state and federal governments, and working with organisations—especially those supporting women and young people—to promote social harmony. This work is underpinned by the trust the VMC has built over 40 years.

In 2023–24, the VMC appointed new Regional Advisory Council (RAC) members for 2023–25 and held its first Regional Advisory Forum for 150 RAC members. Discussions covered key issues such as mental health, family violence prevention, racism, and employment.

With the terms of the Deputy Chair, Commissioners, and Youth Commissioner concluding in September this year, the VMC is now seeking outstanding candidates for these roles to continue its critical mandate.

Role overview

As specified in the Act, the Commission’s objectives are to:

- promote full participation by Victoria’s diverse communities in the social, cultural, economic and political life of Victoria;
- promote access by Victoria’s diverse communities to services made available by governments and other bodies;
- encourage all of Victoria’s diverse communities to retain and express their social identity and cultural inheritance and to promote mutual respect;
- promote co-operation between bodies concerned with multicultural affairs and diversity;
- promote unity, understanding and harmony among Victoria’s diverse communities; and
- promote a better understanding of Victoria’s diverse communities;
- promote interaction between individuals and communities from diverse backgrounds;
- promote the social, cultural and economic benefits of diversity;
- promote the rights and responsibilities of citizenship as a unifying force that strengthen our diverse multicultural community; and
- promote community service as a principle that builds a stronger society.

Additional Responsibilities of the Deputy Chairperson is to:

- assist the Chairperson in:
 - overseeing the operations and strategic directions of the Commission;
 - liaising and negotiating with community organisations, government departments and service providers to ensure the voices of multicultural communities are heard and their needs are addressed; and
 - overseeing the work of Regional Advisory Councils to provide advice on matters relating to VMC's objectives and functions.
- work collectively and collaboratively with all Commissioners to increase the Commission's influence as an authoritative and credible leader in multiculturalism;
- provide valuable information and advice to the Chairperson on matters relating to the objectives and functions of the Commission including current and emerging issues within the multicultural affairs sector and communities;
- deputise for the Chairperson as required, including attending Commissioner meetings and Commission-led events throughout the year.

It's important that potential applicants are aware:

- Commissioners' roles are advisory and advocacy-based, and involve working constructively with government, on behalf of all multicultural communities
- Promoting social cohesion and harmony is integral to the role
- Maintaining impartiality and high ethical standards, and avoiding conflicts of interest, is integral to the role.

Requirements of the role

The Deputy Chair role is part-time (0.6 FTE). The role includes attending Commissioner meeting plus other events and community functions that may be on weekends and in the evenings.

- There are six Commission meetings throughout the year (bi-monthly, scheduled in advance for the full year), approximately three-four hours per meeting. In addition, there are out of session meetings as required, usually on request by the Commissioners at Commission meetings
- As per the Commission Charter, Commissioners are expected to represent the VMC at a minimum of four events, meetings, conferences or community activities each month
- The Commissioners attend around five VMC-led events throughout the year, plus input on other projects
- The timings and exact work program are decided in discussion with the Chairperson at the start of each year, it can consist of small one-off forums, larger events or regular engagement with community members
- Please see the attached *Position Description* for more information
- You must be an **Australian Citizen** to be eligible for appointment as a Commissioner.

The Advertisement

DEPUTY CHAIRPERSON

- Foster social harmony and inclusion in Victoria
- Promote full participation for multicultural communities
- Help lead an integral Victorian Commission

About the organisation

The Victorian Multicultural Commission (the Commission) advocates for Victoria's culturally, religiously, and linguistically diverse communities. Established in 1983, the Commission provides independent advice to the Victorian Government, shaping policies and services that support multicultural communities. Acting as a bridge between government and communities, the Commission fosters social harmony and inclusion, particularly in times of unrest. It promotes the cultural, social, and economic benefits of multiculturalism and advocates for systemic change to promote full participation by Victoria's diverse communities. The Commission works closely with multicultural organisations, government agencies, and community leaders to build a more inclusive Victoria.

About the role

The Deputy Chairperson supports the Chairperson to guide the Victorian Multicultural Commission's strategic direction and operations. They interact with government, community organisations, and service providers to promote the needs and aspirations of all multicultural communities in Victoria. Working collaboratively with the Commissioners, the Deputy Chairperson provides strategic advice, promotes social cohesion, engages in wide-ranging community consultations to support the delivery of key initiatives. Fostering respectful, inclusive and resilient communities, the role will be instrumental in promoting collaboration among Commissioners, overseeing the work of Regional Advisory Councils, and strengthening relationships with Victoria's diverse communities.

About you

You are a passionate and experienced leader with a deep commitment to multiculturalism and social cohesion. With a strong understanding of Victoria's multicultural and multifaith communities you are strategic and have deep governance expertise. Your ability to engage, influence, and collaborate with diverse stakeholders, including government, community organisations, and peak bodies, enables you to drive meaningful change. You are an effective communicator, comfortable representing the Commission in public forums and the media. Integrity, impartiality, and a commitment to human rights guide your decision-making. You excel in building consensus, fostering unity, and advocating in everyday life for Victoria's diverse communities to ensure they are fully reflected and celebrated within the broader fabric of the State's social, cultural and economic life.

To review the Candidate Pack and apply (submitting your **Resume** in Microsoft Word format and **completed Application Form**) please go to the SHK Microsite. Direct and third-party applications will be forwarded to SHK.

SHK.COM.AU



The process and how to apply

- To ensure a broad field of candidates, Department of Premier and Cabinet has partnered with SHK Asia Pacific on this assignment.
- **You must apply online.** For the Candidate Pack, Application Form and steps to apply, **see the advertisement and application point at www.shk.com.au/jobs**, this also links to the specific website with forms and information.
- Candidates are asked to **submit a recent CV** (4-5 pages preferred) that broadly **addresses the headings noted in the Key Selection Criteria** in the Position Description and your **completed Application Form**.
- **The Application Form is used in place of a cover letter, you are not asked for a separate cover letter.** Please submit your Application Form in place of a Cover Letter (lodge the form where it says 'Cover Letter' through the SHK application point). Your documents **must be submitted in Microsoft Word or PDF format**. We cannot accept handwritten applications.
- **Close date: please see advertisement** (subject to change).
- From here, you may be contacted by SHK for further conversation or interview with the consultant if required, and potentially, to Panel interviews or other informal meetings as part of the process. Contact may be via email or phone, including voicemail.
- Selection processes will take some time and may include multiple panel interviews and selection stages. These may be conducted over the next months, into **June 2025**. There may be delays in communications on this process, due to decision making at each step formal approvals. Candidates will be notified of their status at the appropriate stage and you will be notified if you are not short listed.
- This is a **Governor -in-Council** or GIC appointment, so appointments must be recommended via Cabinet. This is a confidential and formal process and takes a long time. A range of full probity checks will be required for the final candidates being recommended for consideration of appointment, to be eligible to be ratified. If you don't complete all required details and probity checks, you will not be eligible for recommendation for appointment.
- Additional information will be requested from you only as required, later in the process, this will include specific details that allow verification of your referees.
- For assistance with administrative matters, please email Lilli Vagnarelli, Associate Partner lilli.vagnarelli@shk.com.au (preferred). For a further confidential discussion after reviewing this brief, please email Penny Wilson, Senior Partner penny.wilson@shk.com.au (preferred) or text/sms or call + 61 434 589 284.
- Please note, the information in this brief, while accurate, is an indicative summation only. Formal requirements may vary and will be set at the time.
- If you need any assistance, please ask, we work with a range of organisations that provide specific help. We cannot advise on the material content of your CV or Application Form.

Role title	Deputy Chairperson
Term	Up to four years Part-time (0.6 FTE)
Entity	Victorian Multicultural Commission (Commission)
Remuneration	SES-1 (pro-rated for 0.6 FTE)
Enquiries to	Penny Wilson, Senior Partner, SHK
Email	Penny.wilson@shk.com.au
Location	The Commission is located within the Melbourne central business district.

Deputy Chairperson, Victorian Multicultural Commission

This is a unique opportunity to make a significant impact on the lives of Victorians from multicultural communities as a Deputy Chairperson for the Victorian Multicultural Commission (the Commission). This role provides critical leadership in promoting the needs and aspirations of all multicultural communities. Successful candidates will work in a structured and strategic way with government and community stakeholders to foster a respectful, inclusive and resilient society.

Reporting to the Chairperson and supporting the effective leadership of the Commission, the successful candidate will foster meaningful collaboration between Commissioners and build strong relationships across government and communities. Alongside the Chairperson, the Deputy Chairperson will play a critical role in communicating the needs of multicultural and multifaith communities to the Minister for Multicultural Affairs in a strategic, timely and structure manner.

The Deputy Chairperson is expected to actively participate in community events, consultations and government forums, in addition to attending formal Commission meetings. All activities undertaken by the Deputy Chairperson will be governed by the Commission Charter, VPSC Board Guidelines, relevant legislation, and the Minister's Statement of Expectations.

About the Victorian Multicultural Commission

Established in 1983, the Commission is a vital conduit between Victoria's multicultural and multifaith communities and the Victorian Government.

The Commission provides independent advice to the Victorian Government to inform the development of legislative and policy frameworks, as well as the delivery of services to the State's multicultural community.

Operating under the *Multicultural Victoria Act 2011* (the Act), the Commission consists of:

- Chairperson;
- Deputy Chairperson;
- Community Representative Commissioner;
- Youth Commissioner; and
- Eight Commissioners.



The Chairperson presides over meetings of the Commission and is responsible for leading and managing the Commissioners in the discharge of their duties, with the support of a dedicated management team.

For further information, visit [Victorian Multicultural Commission](#).

Objectives

As specified in the Act, the Commission's objectives are to:

- promote full participation by Victoria's diverse communities in the social, cultural, economic and political life of Victoria;
- promote access by Victoria's diverse communities to services made available by governments and other bodies;
- encourage all of Victoria's diverse communities to retain and express their social identity and cultural inheritance and to promote mutual respect;
- promote co-operation between bodies concerned with multicultural affairs and diversity;
- promote unity, understanding and community harmony among Victoria's diverse communities; and
- promote a better understanding of Victoria's diverse communities;
- promote interaction between individuals and communities from diverse backgrounds;
- promote the social, cultural and economic benefits of diversity;
- promote the rights and responsibilities of citizenship as a unifying force that strengthens our diverse multicultural community; and
- promote community service as a principle that builds a stronger society.

Accountabilities

The role of the Deputy Chairperson is to:

- assist the Chairperson in:
 - overseeing the operations and strategic directions of the Commission;
 - liaising and negotiating with community organisations, government departments and service providers to ensure the voices of multicultural communities are heard and their needs are addressed; and
 - overseeing the work of Regional Advisory Councils to provide advice on matters relating to VMC's objectives and functions.
- work collectively and collaboratively with all Commissioners to increase the Commission's influence as an authoritative and credible leader in multiculturalism;
- provide valuable information and advice to the Chairperson on matters relating to the objectives and functions of the Commission including current and emerging issues within the multicultural affairs sector and communities;
- proactively facilitate and promote harmonious community relations between Victoria's diverse communities;
- lead and facilitate wide-ranging community consultations to determine the needs of Victoria's diverse communities and promote Commission objectives;

- represent the objectives of the Commission across Government and the community, including through online and in-person engagements, and public speaking events;
- deliver on the Statement of Expectations as outlined by the Minister for Multicultural Affairs and the Charter;
- participate actively in the Commission and community functions and events, including speaking at events and raising awareness of the Commission and its initiatives; and
- deputise for the Chairperson as required, including attending Commissioner meetings and Commission-led events throughout the year.

Key selection criteria

Knowledge and skills

- Demonstrated experience in leadership and governance, with the ability to provide strategic direction, support the Chairperson, and guide the Commission in achieving its objectives while ensuring compliance with relevant legislation and best practices.
- A commitment to multiculturalism and extensive experience and passion for serving the needs of Victoria's diverse communities in a collaborative and inclusive manner.
- Proven ability to effectively engage, negotiate and form strategic alliances with policy and service delivery agencies, peak bodies, government departments, diverse communities and community-based organisations, to progress Victoria's multicultural and social cohesion agenda.
- Proven ability to manage community crises with a focus on unity, social cohesion and constructive dialogue.
- Proven high level interpersonal and communication skills, including the ability to represent the Commission effectively to the public, government and media both in person and in online activities.
- Demonstrated understanding and knowledge of the diverse needs of multicultural organisations and a proven ability in partnering with different multicultural entities.

Personal attributes

- A strong commitment to maintaining independence and impartiality, with an ability to make evidence-based decisions in the best interests of all multicultural and multifaith communities.
- Excellent skills in stakeholder engagement, including the demonstrated ability to bring communities together to achieve common goals.
- An understanding and/or experience of public sector governance.
- Has a reputation for integrity, respect and support for human rights, and commitment to upholding the highest ethical standards
- Practices inclusive and collective leadership.
- Develops and utilises networks effectively.
- Demonstrates strong active listening skills and a dedication to understanding the needs of different communities.

Desirable requirements

- A tertiary qualification in a relevant discipline is desirable, but not mandatory.

- Current Victorian driver's licence and access to a vehicle is recommended given the amount of travel involved in the role.

Occupational health and safety responsibilities

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, Commissioners are responsible for ensuring they:

- follow reasonable instruction;
- cooperate with their counterparts; and
- at all times, take reasonable care for the safety of others at meetings and events hosted by the Commission.

Security requirements and professional obligations

Preferred applicants may be asked to provide:

- evidence of their qualifications; and
- sufficient proof of identity.

Preferred applicants will be asked to undertake, unless subject to a waiver:

- Australian Securities and Investment Commission banned and disqualified persons register check;
- National Personal Insolvency Index Check; and
- National Crime Record Check.

All Commissioners are to comply with the VPS Code of Conduct (<http://vpsc.vic.gov.au/resources/code-of-conduct-for-employees>).

Commitment to diversity and equal opportunity

The Commission is committed to equal opportunity and recruitment process will focus on essential skills and abilities. The Commission welcomes applicants from a diverse range of backgrounds, including Aboriginal and Torres Strait Islander peoples, people from multicultural backgrounds and people with disabilities.

The Commission values its people and is committed to attracting, developing and retaining diverse talent. The Commission actively promotes diversity and inclusion and does not discriminate based on age, sex, carer or parental status, disability, race, religious belief, sexual orientation, gender identity or other characteristics.

The Commission provides reasonable adjustments for representatives with a disability.

Relevant Information

Members of Parliament, Councillors, electorate officers, Ministerial officers and Parliamentary advisers may not be appointed as a Commissioner.

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.

Department of Premier and Cabinet

The Commission is supported by the Department of Premier and Cabinet (DPC). DPC work for the people of Victoria by helping the government achieve its strategic objectives. We do this by supporting the Premier, Deputy Premier, the Minister for Treaty and First Peoples, and the Minister for Multicultural Affairs as well as the Cabinet. DPC's vision is to be a recognised and respected leader in whole-of -government policy and performance.

Through its Multicultural Affairs portfolio, DPC is committed to supporting the Commission to continue its critical work as Victoria's key advocate for multicultural and multifaith communities.

To receive this publication in an accessible format phone (03) 8620 8000, using the National Relay Service 13 36 77 if required, or email Penny Wilson, Senior Partner at penny.wilson@shk.com.au or Lilli Vagnarelli, Associate Partner on lilli.vagnarelli@shk.com.au.