

Voluntary Assisted Dying Review Board Board Member Position Description 2024

About Voluntary Assisted Dying and the Board

Victoria was the first Australian state to pass voluntary assisted dying (VAD) laws under the *Voluntary Assisted Dying Act 2017* (the Act). The Act established the Voluntary Assisted Dying Review Board (the Board) to monitor the safe operation of voluntary assisted dying in Victoria.

Board members will be appointed for a period of up to 3 years and may be eligible for reappointment.

Board functions

The functions and powers of the Board under s93 of the Act include the following:

- to monitor matters related to voluntary assisted dying;
- to review the exercise of any function or power under the Act;
- to provide reports to each House of the Parliament on the operation of the Act and any recommendations for the improvement of voluntary assisted dying;
- to promote compliance with the requirements of the Act by the provision of information in respect of voluntary assisted dying to registered health practitioners and members of the community;
- to refer any issue identified by the Board in relation to voluntary assisted dying that is relevant to the following persons or bodies—
 - the Chief Commissioner of Police;
 - the Registrar of Births, Deaths and Marriages;
 - the Secretary; Department of Health
 - the State Coroner;
 - the Australian Health Practitioner Regulation Agency;
- to promote continuous improvement in the quality and safety of voluntary assisted dying to those who exercise any function or power under the Act;
- to conduct analysis of, and conduct research in relation to, information or forms given to the Board;
- to provide information about voluntary assisted dying, and other matters identified by the Board;
- to collect, use and disclose forms and information provided in accordance with the Act;
- to consult and engage with any of the following persons and groups in relation to voluntary assisted dying –
 - the Victorian community

- relevant groups or organisations, government departments and agencies
- registered health practitioners who provide voluntary assisted dying services;
- to provide advice to the Minister or the Secretary in relation to the operation of the Act;
- to provide reports to the Minister or the Secretary in respect of any matter relevant to the functions of the Board as requested.

The Board does not have an investigatory, determinative or punitive role. There are pre-existing agencies with these functions, such as those listed above.

Requirements of Members

The Board currently meets once a month for a full afternoon. Special meetings may be held as required. Board meetings are held in person at 50 Lonsdale Street Melbourne, however, members can attend meetings on-line. Meeting papers are provided to members one week before the Board meeting, and it is expected that on attendance, members will be fully prepared.

In addition to Board meeting papers, members are provided with completed VAD cases to review in preparation for determination of compliance with the Act. Any matters relating to compliance are then reviewed by the Board in the meeting and addressed appropriately.

Board members may also be required to participate in a working group of the Board. These currently relate to research and to risk.

Required skills

The Minister will appoint applicants with the appropriate skills and knowledge to perform the duties and functions of the Board. The Board requires suitably qualified and experienced persons to contribute and provide high level advice on the oversight of voluntary assisted dying, including clinical guidance, quality and safety, research and community engagement.

Relevant skills and knowledge may include:

- law
- medicine
- pharmacy
- consumer experience
- quality and safety
- clinical and organisational governance
- nursing
- research and epidemiology
- ethics

Additional/supplementary skills and areas of experience that may be considered advantageous include palliative care, mental illness, disability, working with groups who may be vulnerable, rural health, allied health, carers, community engagement, ICT strategy/governance, risk management, and communications.

Selection criteria

The following factors will be considered when evaluating a candidate's application.

1. Significant expertise or qualifications that would be advantageous to the operation of the Voluntary Assisted Dying Review Board and provision of advice on the safe monitoring of voluntary assisted dying activity in Victoria.
2. Integrity and a high standing in the community or amongst their peers.
3. Appreciation or understanding of the broader policy context and issues surrounding the delivery of voluntary assisted dying within the context of existing end of life care, including contemporaneous quality and safety principles.
4. Experience or qualifications in the medico-legal area.
5. Good working knowledge and understanding of accountability relationships and corporate and clinical governance, including the separation of governance and management.
6. Demonstrated strategic thinking, planning and leadership skills, and experience at high-level decision-making.
7. Experience in effective consultation and collaboration with stakeholders.
8. Ability to commit to meetings and out-of-session work as required.
9. Demonstrated experience and/or capacity in one of the additional areas above.

What you need to apply.

Applications must be submitted via the Join a public board website <<https://www.boards.vic.gov.au/>>. All applicants, including existing VADRB members who are applying for reappointment, are required to register through the Join a Public Board website and complete the following steps:

- Create an account or log in.
- Go to the 'Search board vacancies' page.
- Use the search function to find the Voluntary Assisted Dying Review Board.
- Click the 'Apply now' button.
- Complete the questions on the 'Complete your application' page and upload your curriculum vitae and letter of application.
- Click 'Save as Draft' to save application and return to it later or click 'Submit your application' to lodge your completed application.

For technical support, please telephone 1300 366 356 during normal business hours or submit an online enquiry via the Join a public board website <<https://www.boards.vic.gov.au/contact-us>>.

Submit your resume and a brief cover letter (approximately one page) highlighting how your skills align with the Selection Criteria provided in the Position Description

Diversity and inclusion

The Victorian Government is committed to ensuring that government agencies reflect the rich diversity of the Victorian community. We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living in rural and regional Victoria. We will provide adjustments to the recruitment process upon request.

You do not have to disclose any personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond. We invite

you to tell us if you identify as Aboriginal, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 – 34 years old.

We welcome the opportunity to contact you and discuss how we can support you through the recruitment process. Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

Contact.

If you have any enquiries regarding the information provided in this position description, please contact

Voluntary Assisted Dying Secretariat

Safer Care Victoria

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