

Health and Wellbeing Queensland Board Member Information Pack



making healthy happen

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Information for applicants

Applications are currently being sought for board member positions. This information is designed to help you with the recruitment and selection process. It will help you apply for a position on the Health and Wellbeing Queensland Board (the Board) and understand what to expect from the selection process.

The recruitment process will be managed by Watermark Search International.

Please note that the recruitment and appointment process will take several months. The outcome of the recruitment process cannot be confirmed until the appointment of the successful applicants is published in the Queensland Government Gazette. Where possible, applicants who have not progressed to interview will be advised at an earlier stage of the recruitment process.

The closing date for applications is 5pm (AEST), Tuesday 23 December 2025.

About Health and Wellbeing Queensland (HWQld) from the Chief Executive Officer

HWQld is a trusted, high-performing public health agency, delivering innovative prevention programs and shaping policies that improve the lives of Queenslanders.

Created on 1 July 2019 with support from all sides of government under the [Health and Wellbeing Queensland Act 2019](#) (the HWQld Act), HWQld stands as one of the state's most significant investments in sustainable health for Queenslanders. This year marks six years since founding as Queensland's first dedicated prevention agency, a milestone that reflects stability, momentum and commitment.

[HWQld's Strategic Plan](#) sets the direction and priority areas from HWQld to achieve our vision – Making Healthy Happen for Queensland. Further information about HWQld can be found on our [website](#).

The Health and Wellbeing Queensland Board

"What defines our board is not just governance, but a shared commitment to legacy. That legacy is visible in the enduring partnerships we are building across sectors, and in the strategic reforms we support to reduce chronic disease and health inequity in Queensland".

Quote from Mr Steve Ryan, the Board Chairperson

As an independent statutory body established under the HWQld Act, HWQld is governed by a board of up to four chief executives and up to six general members, including a Chairperson and Deputy Chairperson. General members are appointed by the Governor in Council (on the recommendation of the Minister to Cabinet), for terms of no longer than four years. Under the HWQld Act, board members may be reappointed. The Board has the following functions under the HWQld Act:

- to ensure the proper, efficient and effective performance of HWQld's functions,
- to decide the objectives, strategies and policies to be followed by HWQld,
- to ensure that HWQld complies with its obligations under the HWQld Act or another law,
- any other function given to the Board under the HWQld Act or another Act.

The Minister for Health and Ambulance Services is responsible to Parliament for the operation of the Board and HWQld and has the authority to give directions to HWQld under the HWQld Act.

Expectations of the role

The HWQld Act provides that Board members will be required to meet at least six times a year. Beyond preparing for and attending Board meetings, Board members will be required to actively contribute to meeting the expectation that HWQld will achieve its main functions under the Act:

- to facilitate and commission activities to prevent illness and promote health and wellbeing,
- to develop partnerships and collaborate with other entities to further its objective or carry out its functions under the Act,
- to give grants for activities to further its objective or carry out its functions,
- to monitor and evaluate activities to prevent illness and promote health and wellbeing,
- to develop policy, and advise the Minister and government entities, about preventing illness and promoting health and wellbeing,
- to coordinate the exchange of information about activities to prevent illness and promote health and wellbeing.

Key Selection Criteria

The Covering Letter for Board member positions must not exceed two (2) pages and should address the following criteria:

1. Consistent with the requirements under the HWQld Act, demonstrated skills, knowledge and experience in at least one or more of the following areas:
 - law,
 - business or financial management,
 - public health,
 - academia,
 - community service organisations,
 - the not-for-profit sector, or
 - another area the Minister considers relevant or necessary to support the Board in performing its functions.
2. Evidence of the ability to analyse, critically assess and drive financial and non-financial performance within a health sector, the public sector or other industry or organisation.
3. Evidence of ability to constructively build and manage stakeholder relationships.
4. Excellent interpersonal, verbal and written communication skills.
5. Your CV and Covering Letter should also demonstrate evidence of the following requisite personal attributes:
 - Leadership: innate leadership skills including the ability to appropriately represent the organisation, set organisational culture and take responsibility for decisions.
 - Thinking and acting strategically: the capacity to understand and contribute to the strategic direction of HWQld, in line with broader whole of government strategies, and awareness of the impact on broader systems. The ability to critically analyse complex and detailed information, easily distil key issues and develop innovative approaches and solutions to problems.
 - Personal integrity: A strongly held sense of commitment to openness, honesty, inclusiveness, and high standards.
 - Political astuteness: the capacity to understand and work effectively with diverse interest groups and power bases within organisations and the wider community, and the dynamic between them.
 - Commercial acumen: the capacity to think quickly and make sound judgments in a complex commercial context.
 - Self-management: the capacity to self-manage and display resilience in a range of complex and demanding situations.

- **Contributor and team player:** the ability to work as part of a team and demonstrate the passion and time to make a genuine and active contribution.

Other Desirable Skills and Experience

The following skills and experience are also highly desirable:

- **Technological Innovation:** exposure to new technologies (AI, digital innovations, etc.) that create and enhance strategic and operational opportunities.
- **Strategic Partnerships:** an appreciation of strategic partnerships and the ability to advise and advocate for outcomes that complement HWQld's vision.
- **Commercial Acumen:** the capacity and skills to support growth through commercialisation and productisation for financial sustainability.

Prospective applicants demonstrating key competencies that may further enhance representation of the community served by the Board - including women, people of culturally diverse backgrounds, Aboriginal and Torres Strait Islander peoples, people with a disability and young people - are also particularly encouraged to consider submitting applications.

Residential status

Personal residency status must also enable an applicant to legitimately live and work in Australia.

It is preferred that candidates be based in Queensland.

Board remuneration

Boards are entitled to be remunerated at the fees and allowances and otherwise hold office under the conditions of appointment as determined by Governor in Council, and otherwise hold office under the conditions of appointment determined by the Governor in Council. The rates of remuneration approved by the Governor in Council paid to current members is set out below:

Member	
Annual Fees	\$15,000
Annual sub-committee fees	\$2,000

Under the [Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies](#), all necessary and reasonable expenses incurred while travelling on business and attending meetings in connection with the functions of the Boards may be paid to the Chair, Deputy Chair and members in accordance with the following arrangements:

- Economy class air travel
- Motor vehicle allowances as varied from time to time by the Governor in Council
- Domestic travelling and relieving expenses as varied from time to time by the Governor in Council.

Public Sector Employees

In accordance with the [Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies](#), public sector employees selected for progression to Governor in Council will require certification from their Chief Executive that their proposed appointment is not connected in any way with their employment.

As such, public sector employees will only be eligible to receive fees when undertaking Board business outside the hours they would normally be expected to work, or when they are on unpaid leave.

Application process

The deadline for your application is 5pm (AEST), Tuesday 23 December 2025.

Watermark Search International Pty Ltd has been engaged to manage this application process.

Please be advised that the selection process is anticipated to be particularly competitive and expected to generate a high calibre of applicants.

Prior to submitting your application, please carefully check to ensure that all required documents (refer to Submission requirements below) are attached and that your forms are fully completed and meet the stated requirements.

Applicants will be kept informed of the progress of their application at regular intervals. However, prospective applicants should note that the outcome of the recruitment process cannot be confirmed until the appointment of the successful applicants by the Governor in Council.

Where possible, applicants who have not been selected for progression to interview will be advised at an earlier stage of the recruitment process.

Please note the recruitment process for significant government appointments often involve a comprehensive and multi-stage process. This ensures all candidates are assessed thoroughly and fairly, in line with government policies and procedures. As a result, the process may take longer than anticipated.

To submit your application, please go to the Watermark/Health and Wellbeing Queensland Board application website:

<https://watermark.qwlr.com/Health-Wellbeing-Queensland-Board-Members-Information-Pack-5JIABOD3RBq4>

Submission requirements

Please read the Board Member Applicant Information Pack prior to progressing your application.

In preparation for starting the application process, we request you prepare the following two (2) documents:

- 1. Curriculum Vitae (CV) – no more than two (2) pages**
- 2. A Covering Letter of no more than two (2) pages addressing the criteria outlined within the application pack.**

Once prepared, we ask you to complete the online application form found on the microsite (your application cannot be finalised unless this has been completed). The form will require you to upload your CV and Covering Letter.

You will receive an email which will indicate receipt of your application.

Initial shortlisting will be undertaken at the close of the expression of interest period. Following this, applicants selected for progression will be contacted to provide additional documentation to support a range of supplementary probity checks required for nominees to be progressed for Governor in Council consideration.

Probity checks

As statutory appointees, Queensland Cabinet Handbook¹ requirements include a range of probity checks to be undertaken on potential Board members which include:

- completion of a personal disclosure regarding conflicts of interest,
- a national criminal history search,
- searches of the Australian Securities and Investments Commission's banned and disqualified register and bankruptcy index,
- a review of the Queensland government lobbyist register, and other internet-based searches.

To streamline the initial application process, only those nominees selected for further consideration at interview will be contacted by Watermark Search International to provide certified identity proof for these probity checks.

The Department of Health will initiate these probity checks on a confidential basis, and information obtained from the checks will only be used for purposes connected with your application for appointment.

Applicants should note that disclosures of conflicts of interest or convictions of an offence which may not yet be rehabilitated may not necessarily preclude progression to appointment, as such matters will be considered on a case-by-case basis.

Personal referee checks may also be undertaken by Watermark Search International on all nominees selected for progression to the Governor in Council.

Use of personal information provided in your application

Personal information on applicants will be collated to assess their suitability for appointment to the HWQld Board. As a part of the selection process, personal information will be handled in accordance with Queensland Health Privacy Policies.

This means information will be treated confidentially and may be used in a de-identified format to:

- meet Whole-of-Government reporting requirements
- support the monitoring of the diversity of appointments to statutory and other bodies
- allow accurate reporting on the profile of the State's public sector entities' Board and committee memberships

The name of appointee will be made available on the Health and Wellbeing Queensland website and added to the Register of Appointees to Queensland Government Bodies, which provides information about all Government bodies.

Further information

If you require further information about the opportunities or the application process, please contact:

Mr Will Wilson, Partner

Via telephone +61 499 920 848 or email will.wilson@watermarksearch.com.au

¹ [Queensland Cabinet Handbook](#) requirements for Significant Appointments include that a CV of two pages is to be included in documentation to progress to Governor in Council. Consequently, failure to adhere to this strict requirement when submitting your initial application may result in your application being rejected by the selection panel.

Alison Myatt, Head of Research

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