

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders.



Manager Policy Strategy and Research

This position is an important leadership position within the NSW HIV sector and in the development of health policy and responses for LGBTQ+ people in NSW.

ACON is here for community health, inclusion, and HIV responses for people of diverse sexualities and genders. We provide a range of services designed to improve the health and wellbeing of our communities.

- We're looking for a committed, experienced, innovative and high performing employee to lead our Policy, Strategy and Research team and function.

Our new manager will have a strong track record in work relevant to this important Division within ACON. Ideally, the successful candidate will have a well-developed understanding of HIV and LGBTQ+ Health, policy issues relevant to the populations ACON serves, and the strategic context within which ACON operates – being NSW's largest and leading HIV and LGBTQ+ health promotion organisation.

This key position at ACON is responsible for developing and managing ACON's engagement with, and participation in, policy, research, and grants development processes. Our manager will facilitate an integrated approach to policy and research that enhances ACON's evidence-based methods of program & service delivery, advocacy, and the development of new projects. This is a busy and highly rewarding role for a person with an interest in a broad range of issues, and a passion for the development of policy and evidence generation.

The role will both drive and be responsible for the development and maintenance of key strategic relationships with Government and other stakeholders, and key decision makers.

Additionally, our manager also supports organisation wide strategic processes, to facilitate improved engagement with ACON's communities and to support the senior leadership team in determining strategic priorities for the organisation.

This is a fantastic role and we are keen to welcome another high-calibre employee to ACON.

For more information about the role please contact, Brent Mackie, Associate Director, Policy, Strategy & Research at BMackie@acon.org.au or (02) 9206 2000.

Applications close 5pm, Sunday 14 March.

ACON is an EEO employer and encourages people with HIV, and Aboriginal and Torres Strait Islander people in particular, to apply.

www.acon.org.au

Working at ACON

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
 - An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
 - 12 days of paid personal leave per year (10 days under NES);
 - 14 weeks paid parental leave in addition to the government arrangement;
 - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),
 - Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

How do I apply?

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

2) Your Cover Letter outlining your Claim against the Selection Criteria

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, please address each criterion separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

3) Your Resume

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**

2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

How does recruitment work at ACON?

There are five main steps in the process:

1) Application

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

2) Shortlisting

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

3) Interview

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

4) Offer

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

5) Acceptance and Commencement

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

How long does it take to hear back on my application?

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview. Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion.

Position Description

Position Title:	Manager, Policy, Strategy and Research
Work Level:	Manager

Reports to

Associate Director, Policy, Strategy and Research

Supervises

3 - 5 Employees

Position Overview

This position is an important leadership position within the NSW HIV sector and in developing the profile of LGBT health. The occupant of the position must have a well-developed understanding of HIV and LGBT Health, the populations ACON serves, and the strategic context within which ACON operates – being NSW's largest and leading HIV and LGBT health promotion organisation.

The position is responsible for developing and managing ACON's engagement with, and participation in, policy, research, and grants development processes. The Manager facilitates an integrated approach to policy and research that enhances ACON's evidence-based methods of program & service delivery, advocacy, and the development of new projects. The role has responsibility for the development and maintenance of key strategic relationships with Government and other stakeholders, and key decision makers.

The position also supports organisation wide strategic processes, to facilitate improved engagement with ACON's communities and to support the senior leadership team in determining strategic priorities for the organisation.

Main Activities

This position leads a small team in developing and implementing policy, research, and grants development activities to achieve established goals and objectives in line with ACON's Strategic Plan, funding agreement requirements and annual business plans, including the following:

- Support the Chief Executive Officer, Deputy Chief Executive Officer, Board, and senior managers in providing high level written and verbal strategic input to government policy development processes.
- Chair the ACON's Research Ethics Review Committee and support the dissemination and promotion of approved studies.
- Identify and foster key research partnerships with research centres, across HIV and LGBT health issues.
- Manage Policy Officers and practice-based research projects to build the evidence base for ACON's work and to ensure that the needs of ACON's communities are adequately represented.
- Identify new funding opportunities and develop contacts and relationships with key funding bodies.

- Coordinate the development of funding proposals, grant applications and papers for academic and non-academic publications.
- Manage data collection and reporting requirements for ACON's NSW Health Core Grant.
- Manage all physical, financial, and human resources of the unit in accordance with unit business plans and budgets.
- When required, deputise for the Associate Director, Policy, Strategy and Research as a member of the ACON Senior Leadership Team.
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria

Essential:

1. Demonstrated high level ability to understand how research intersects with policy, advocacy, program and service development, and funding opportunities.
2. Demonstrated capacity to work in a strategic capacity to coordinate, lead and ensure ACON is involved in policy activities, including: relationship building, the identification of policy opportunities and representing the interest of ACON's communities on committees.
3. Demonstrated experience preparing submissions, policy papers, position statements and other policy documents, and experience seeing these through consultation processes and to finalisation.
4. Demonstrated knowledge of research processes, ethics processes, writing reports and other papers.
5. Demonstrated ability to chair committees, follow through on actions and incorporate the views of diverse stakeholders into decision making.
6. Demonstrated superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison, and interpersonal skills.
7. Demonstrated skills in people & project management, including the ability to effectively manage competing priorities
8. Demonstrated ability to work independently and as part of a team to organise, administer, prioritise, and meet deadlines.
9. Understanding of and commitment to ACON's communities, particularly people with HIV and sexuality and gender diverse people and the policy issues that are relevant to their health, wellbeing and inclusion.

Desirable:

1. Tertiary qualifications at a postgraduate level.
2. Understanding/knowledge of current health issues regarding HIV and LGBT communities.

3. Understanding of knowledge management and organisational learning issues.