

# POSITION DESCRIPTION



**Position Title:** Team Leader – Multicultural Peer Navigation

**Work Level:** Team Leader/Professional

**Reports To:** Director, HIV and Sexual Health

**Direct Reports:** 4 – 8 Staff Members (Casual to Full-Time)

## Position Overview

The *Team Leader– Multicultural Peer Navigation* is responsible for establishing and leading a new national initiative to improve HIV prevention, testing, and care outcomes for newly arrived and overseas-born gay, bisexual and other men who have sex with men (GBMSM). This role will lead the development, implementation and evaluation of a culturally responsive peer navigation program that addresses the barriers faced by people from multicultural backgrounds, supports timely access to HIV-related services and promotes sustained engagement with prevention and treatment.

Working closely with national and local partners, including multicultural health services, HIV organisations and community leaders, the *Team Leader* uses co-design principles to develop a peer-based model that centres lived experience and builds trust with underserved communities; utilising strong project management skills, community engagement expertise, and a commitment to health equity and inclusion.

The *Team Leader* is also responsible for overseeing reporting requirements to the Commonwealth Department of Health, coordinating a small team of staff or contractors, and contributing to broader advocacy efforts to improve the health outcomes of recently arrived GBMSM in Australia.

## Main Activities

This is a dynamic and highly impactful leadership position, suited to someone passionate about social justice, community-led approaches and the elimination of HIV stigma and discrimination. You will:

### Leadership and Guidance

- ✓ Lead and coordinate the development, implementation and evaluation of a culturally responsive national peer navigation program to improve access to HIV-related services among newly arrived and overseas-born GBMSM, aligned with the Ninth National HIV Strategy 2024–2030 and ACON’s Strategic Plan 2019–2025.
- ✓ Develop and coordinate project start-up, including:
  - work planning
  - recruitment
  - partnership engagement,
  - budgeting and financial planning, and
  - risk management and monitoring frameworksto ensure program delivery meets agreed timeframes and quality standards.
- ✓ Champion a health equity and inclusion approach in all aspects of program development, with particular attention to factors such as language, migration status, racism, HIV stigma, and access to culturally safe care.
- ✓ Administer, support, train and evaluate a small, dedicated team of staff and/or contractors to deliver program activities aligned with ACON’s key strategic plans, with a focus on staff development, cultural safety, accountability, and community impact.

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## Data-Driven Decision Making and Reporting

- ✓ Undertake regular performance monitoring, reporting and analysis to:
  - identify and address risks in an appropriate and timely manner,
  - act on new opportunities for program growth and funding and,
  - achieve key performance indicators that are in line with ACON's funding agreement with the Commonwealth Department of Health.
- ✓ Maintain up-to-date knowledge of:
  - migration trends,
  - HIV epidemiology,
  - socio-political contexts impacting overseas-born GBMSM in Australia and,
  - gaps or barriers in access to HIV and sexual health servicesand ensure these are reflected in program design, implementation, evaluation and advocacy.
- ✓ Ensure the unit complies with Senior Leadership Team directives, relevant legislative and regulatory requirements, codes of practice/ethics and organisational policies and procedures.

## Community Engagement

- ✓ Foster collaborative relationships with a range of agencies, including state and national sectorial partners, multicultural health services, community-based organisations, research and academic institutions and other external service providers, to support program success.
- ✓ Lead the co-design of peer navigation models, in collaboration with community partners, to ensure services are culturally appropriate, community-led and responsive to the needs of newly arrived GBMSM from diverse backgrounds.
- ✓ Contribute to the growth of ACON's leadership in HIV prevention, peer-based service delivery and multicultural health equity by showcasing program learnings to related national and jurisdictional networks, consultations, interagency forums, reference groups and policy discussions.
- ✓ Assist in the creation of strategic communications relevant to the unit's work.

## Active Collaboration

- ✓ Foster an environment that encourages cross unit collaboration and improvement with other programs/services with ACON, including HIV and Sexual Health activities with regional teams in NSW.
- ✓ Actively participate in, and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
- ✓ Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
- ✓ Perform other duties as to assist with the unit as directed by your supervisor (or designate).

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## Selection Criteria

### Essential:

1. Understanding of, and commitment to, ACON's communities, particularly people living with HIV, gay, bisexual and other men who have sex with men (GBMSM), people with lived experience of migration to Australia, as well as all LGBTQ+ people.
2. Advanced project management expertise, including proficiency in managing budgets, contracts, risk, reporting and administrative systems within a health or community services setting, ideally with multicultural or marginalised communities.
3. Experience in developing, implementing and evaluating peer-based service models, including the ability to design culturally responsive frameworks, support peer staff, and deliver measurable outcomes in collaboration with community stakeholders and funding partners.
4. Demonstrated ability to think creatively and apply new ideas and approaches to program design, service delivery and health promotion in a dynamic and evolving context.
5. Exceptional leadership and strategic thinking skills, including the capacity to build, motivate, manage and develop multidisciplinary teams, with a focus on culturally safe supervision, team-building and performance development across diverse program portfolios.
6. Superior communication and interpersonal skills, including extensive experience in building and sustaining effective partnerships with government, non-government, and community stakeholders, and a strong track record of managing complex stakeholder relationships across culturally diverse program areas.
7. Demonstrated experience preparing high-quality written materials, such as reports and funding submissions.

### Desirable:

1. Proficiency in a language other than English, with a preference for priority languages identified through annual HIV surveillance data, including Chinese, Thai, Vietnamese, Spanish or Portuguese.
2. Tertiary qualifications in a relevant discipline such as Public Health, Community Development or Social Sciences, or equivalent professional experience.
3. Recommended vaccinations against illness that may adversely impact ACON's communities.

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