**Policy and Research Officer**

**Are you passionate about HIV and public health policy, and LGBTQ+ health equity?**

* Be part of a team that plays a significant role in setting the policy agenda for HIV and LGBTQ+ health in NSW.
* Dive into new research to produce high quality evidence-based policy papers and submissions.
* Support the development of ethical research about our communities. .

ACON is seeking a dedicated Research and Policy Officer to join our Policy, Strategy, and Research Division. This critical role involves producing high quality, timely policy papers and submissions on HIV, the health of people living with or at risk of acquiring HIV, and LGBTQ+ health equity. The role also involves coordinating ACON’s involvement in research, which is critical to ensuring our policy positions and programs remain evidence-based.

As the Policy and Research Officer, you'll collaborate with internal and external stakeholders to efficiently produce high quality written papers, contribute to advocacy initiatives, and work to grow the evidence base about our communities’ health and wellbeing. Your work will have a significant impact in working toward our purpose of creating opportunities for people in our communities to live their healthiest lives, and toward ending HIV transmissions and HIV-related stigma.

**Why Join Us?**

* **Impact**: Help shape the policy agenda around HIV and LGBTQ+ health in NSW.
* **Equity**: Contribute to advocacy initiatives that will positively impact the lives of those in our communities, especially those who experience intersecting forms of marginalisation.
* **Collaboration**: Work alongside a passionate team committed to equity, evidence, and community-led advocacy.
* **Flexibility**: ACON has flexible working arrangements, generous salary-packaging, and opportunities for tailored learning and development.

If you're ready to drive positive change and champion health equity for LGBTQ+ communities and people living with and at risk of HIV, apply today. Together, we can eliminate HIV transmission and HIV-related stigma, and improve health outcomes for all in our communities.

**What’s the Policy, Strategy and Research Division?**

ACON’s PSR Division advocates for policy changes with the goal of ending HIV transmissions and HIV-related stigma, and improving health outcomes within our communities. Our approach is informed by research, client data, and the lived experiences of our communities. We focus on several key areas:

* Research: We work in partnership with community and researchers to enhance the evidence base for effective community-informed responses to HIV and LGBTQ+ health issues.
* Advocacy: We engage with community partners, governments, and other groups, to advocate for policy reforms and increased investments in programs aimed at ending HIV transmission, improving the quality of life for people living with HIV (PLHIV), and promoting health equity within LGBTQ+ communities.
* Strategic Initiatives and Services: We lead the development of strategic initiatives and innovative services, while also strengthening staff’s ability to adapt to evolving community needs through internal capacity building events.
* Funding and New Grants: We collaborate with teams across ACON to diversify funding sources and expand health promotion programs.

The PSR Division is dedicated to ending HIV and enhancing health outcomes through evidence-based approaches, advocacy, strategic initiatives, and funding diversification.

As part of our Division, you will work in collaboration with a number of internal and external stakeholders to improve health outcomes in our communities by advocating for policy change across all levels of Government, and expanding the evidence base from which we can build effective policy platforms.

**Ok, so what’s the role?**

The Policy and Research Officer forms an integral part of the Policy, Strategy and Research Division by producing efficient, high quality written policy papers, submissions to Inquiries, and letters to decision-makers on a range of topics across HIV and the spectrum of LGBTQ+ health, across multiple levels and departments of Government, including parliamentary inquiries, letters to MPs, feedback to Government Strategies, and participation in community-led advocacy initiatives.

The Policy and Research Officer also coordinates ACON’s participation in research initiatives. As secretariat of ACON’s Research Ethics Review Committee, you will be responsible for facilitating meetings with the Committee, taking minutes, and communicating outcomes to researchers. You will also be involved in coordinating research initiatives that ACON supports, including the GBQ+ Community Periodic Survey. You will also be responsible for organising forums to communicate the latest research to ACON staff, and where appropriate, our communities.

You will leverage your expertise in public health policy and community-led research to collaborate across the organisation and with external stakeholders to build the evidence base and influence decision-makers towards inclusive and affirming policy and practice.

As a member of the Policy, Strategy and Research Division, you will work flexibly to be part of the team by assisting in the coordination and delivery of organisational strategic initiatives and events, grant applications, and by participating, where appropriate, in advisory groups, attending conferences, and stakeholder meetings to ensure that the needs of our communities are represented, prioritised and met.

**Who are we looking for?:**

Someone with:

* Demonstrated experience in undertaking high quality policy research and analysis.
* Understanding of the workings of government: Commonwealth, State and Local, and of the health sector.
* Ability to engage in advocacy planning and implementation to effect change.
* Demonstrated knowledge of research processes, including data collection, research and evaluation methodologies, ethics processes, writing reports and other papers.
* Demonstrated capacity to coordinate ACON research activities, including relationship building, the identification of research opportunities and promoting research studies.
* Demonstrated ability to manage small to medium projects involving multiple stakeholder groups.
* Strong communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
* Ability to work independently and as part of a team to organise, administer, prioritise and meet deadlines.
* Understanding of and commitment to ACON’s communities, particularly people with HIV and people of diverse sexualities and genders.

*We strongly encourage applications from LGBTQ+ people, including LGBTQ+ First Nations people and those with diverse cultural backgrounds.*

**What else can we tell you?**

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 innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?:**

**Salary**: $89,689.60 – $100,154.60 FTE (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal / Sydney Office, with flexible working options a possibility (away from the office).

**Hours:** Permanent, Full-Time (70 hours per fortnight) on an ongoing basis. We will also consider part-time or job-sharing options for the right candidate.

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

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?:**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage people living with HIV, Aboriginal and Torres Strait Islander people, people from culturally, ethnically and linguistically diverse backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Lucy Watson, Manager, Policy, Strategy, Research at lwatson@acon.org.au or 0482 168 041.

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max. 5 pages); and
3. Your *Resume* (max. 4 pages).

**Applications close: Monday 7 October 2024**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

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| APPROVED: Director, Policy, Strategy and Research | Policy and Research Officer | Aug 2024 |

**Position Title:** Policy and Research Officer

**Work Level:** Professional

**Reports To:**  Manager, Policy, Strategy and Research

**Direct Reports:**  Project Casuals and Volunteers (community members)

**Position Overview**

This position leads the production of high quality, and timely policy papers, submissions to inquiries, research and discussion papers on people living with HIV, groups at risk of HIV transmission, and the health needs of people of diverse sexualities and genders. The role also supports the development and maintenance of key strategic relationships with external stakeholders.

The *Policy and Research Officer* develops and coordinates ACON’s engagement with, and participation in, research. They facilitate an integrated approach to research that enhances ACON’s evidence-based methods of program & service delivery and advocacy.

As Secretariat of the ACON Research Ethics Review Committee, the position is responsible for coordinating Committee meetings, taking minutes, correspondence with applicants, and promoting approved studies.

This position supports the Policy, Strategy and Research Division with the production of small to medium events such as research forums and policy launches, and assists in planning for larger organisational events such as conferences.

**About the Policy, Strategy and Research Team**

The Policy, Strategy and Research Division is a small but vital part of the ACON family, committed to ending HIV and improving the health of our communities through evidence-based approaches, advocacy, strategic initiatives, and diversifying our funding. Collaboration is at the heart of what we do, and we work closely with every part of ACON to address health inequalities and disparities faced by our communities.

**Main Activities**

This position develops and implements policy and research activities to achieve established goals and objectives in line with ACON’s Strategic Plan, Reconciliation Action Plan, Multicultural Engagement Plan, The Blueprint to Improve the Health and Wellbeing of Trans People in NSW, and annual business plans, including the following:

* Develop policy discussion papers and prepare submissions on health-related issues of importance to people of diverse sexualities and genders and people living with, or affected by, HIV; often in collaboration with internal and external stakeholders.
* Support the implementation of proactive advocacy campaigns to further ACON’s objectives in relation to the health of people living with and at risk of HIV; and LGBTQ+ people.
* Coordinate all activities of the ACON’s Research Ethics Review Committee, including minutes of meetings, correspondence, and dissemination and promotion of approved studies.
* Manage the coordination of key research surveys in partnership with research centres, including but not limited to the Sydney GBQ+ Community Periodic Survey and the SWASH Survey.
* Coordinate and enhance ACON’s research partnerships, including the development of MOUs, organising Communities of Practice, promoting internal and external workshops on new research reports and data in conjunction with relevant researchers.
* Coordinate research and policy related events for stakeholders and community members, and participate in planning and delivery of organisational events such as staff development events and conferences.
* 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 experience in undertaking high quality policy research and analysis.
2. Understanding of the workings of government: Commonwealth, State and Local, and of the health sector.
3. Ability to engage in advocacy planning and implementation to effect change.
4. Demonstrated knowledge of research processes, including data collection, research and evaluation methodologies, ethics processes, writing reports and other papers.
5. Demonstrated capacity to coordinate ACON research activities, including relationship building, the identification of research opportunities and promoting research studies.
6. Demonstrated ability to manage small to medium projects involving multiple stakeholder groups.
7. Strong communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
8. Ability to work independently and as part of a team to organise, administer, prioritise and meet the deadlines of multiple simultaneously occurring projects.
9. Understanding of and commitment to ACON’s communities, particularly the priority populations of the NSW HIV Strategy 2021-2025, and all people of diverse sexualities and genders.

**Desirable:**

1. Tertiary qualifications related to policy or research.
2. Understanding/knowledge of current health issues regarding HIV and people of diverse sexualities and genders.
3. Driver’s licence.

**How do I apply?**

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

* + 1. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

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

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. 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.

* + 1. **Your Resume**

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

1. Your **Name**, **Contact Details** and **Pronouns**.
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 acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications 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 Recruiting Manager 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 Recruiting Manager 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 qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination 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 People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture 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, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.