**Applying for a Position**

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 appoint is based on the applicant’s written application, performance at interview, referees check, Criminal Record Check and/or Working with Children Check. Please note that the records checks will only be required on offer of employment and will only be conducted at the end of the recruitment process once you have been identified as the successful candidate and consented to the checks.

### The Job Advertisement

The job advertisement and the position description provide the basis for the selection process as they specify precisely the selection criteria, competencies and experience needed to satisfactorily perform the duties of the position.

### Preparing an Application

Your written application must stand on its merits. Do not assume that the selection panel knows what you have achieved in the past. If you do not demonstrate how you meet the criteria for the position you will not be called for an interview.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

There are three (3) steps to preparing an application:

1. Complete an ACON Employment Application Form (available at <http://www.acon.org.au/about-acon/jobs>) and attach it with your application.
2. Address all of the “Selection Criteria” as outlined in the following position description. You are required to state how your skills, knowledge, experience and qualifications relate to the position. To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area. Applicants who fail to demonstrate that they meet the requirements of the position will not be invited to attend an interview.
3. Attach an updated copy of your resume, including the contact details of three referees, one of which may be a personal referee.

Please note that it is not necessary to send in copies of your qualifications, references or awards at this time.

#### Where to Send Your Application

You must forward your application to ACON by the closing date stated in the advertisement.

Email: vacancy@acon.org.au

Postal: Human Resources Unit

PO Box 350

Darlinghurst NSW 1300

If you are sending your application by email please ensure that it is in Microsoft Word format.

**After Applying for a Position**

If you have applied via email, you will be sent a return email confirming that your application has been successfully received. Your application will then be reviewed and we will contact you directly to discuss your application. If you are successful in gaining an interview, the hiring manager 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.

**Working at ACON**

Employment at ACON is defined within the terms and conditions of the *AIDS Council of NSW Inc Enterprise Agreement – 2008-2010*.

[Click here to download the ACON Enterprise Agreement](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf)

**Position Title:** Policy Advisor, Policy Strategy and Research Unit

**Work Level:** Professional

**Reports to**

Associate Director, Policy Strategy and Research

**Supervises**

NA

**Position Overview**

Lead the production of high quality, and timely policy papers, submissions to inquiries, research and discussion papers on people with HIV, groups at risk of HIV transmission, and the LGBTI community. Support the development and maintenance of key strategic relationships with Government stakeholders and key decision makers.

**Main Activities**

* Support the Chief Executive Officer, Board and senior managers in providing high level strategic input to government policy development processes.
* Support the implementation of proactive advocacy campaigns to further ACON’s objectives in relation to the health of people with and at risk of HIV; and the LGBTI communities.
* Develop policy positions and discussion papers on health related issues of importance to the LGBTI communities and people with, or affected by, HIV.
* Prepare submissions to inquiries on behalf of ACON; often in collaboration with internal and external stakeholders.
* Support consultation and partnership processes with other organisations across the HIV, LGBTI and community health sectors.
* Engage the internal stakeholders in the policy development process to ensure relevant knowledge is shared and utilised.
* Represent ACON on a range of external committees in a variety of health and policy contexts.
* 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 the Associate Director (or designate).

**Selection Criteria:**

**Essential**

* Ability to undertake high quality policy research and analysis.
* Understanding of the workings of government: Commonwealth, State and Local, and of the health sector.
* Excellent communication skills especially the ability to produce well written and succinct policy documents.
* Ability to engage in strategic advocacy planning and implementation to affect change.
* Ability to manage complex and often competing tasks and priorities to deliver high quality products on time.
* Capacity to work productively in a team both within ACON and with other partner organisations.
* Understanding of and commitment to ACON’s communities, particularly people with HIV.

**Desirable**

* Relevant qualifications or knowledge related to public health, social science, law or other relevant fields.
* Sound knowledge of the current health policy issues affecting people with and at risk of HIV; and LGBTI communities

**Additional Information**

This is a full time position (35 hours/week).

The salary range for this position is $63,349 - $66,902 pro rata per annum plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact James Gray on 02 9206 2000.

Applications close 10am 29 Aug 2016.