**We create opportunities for people in our communities to live their healthiest lives.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
2. **12 days of paid personal leave** per year (10 days under NES)
3. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
4. **Five days of paid bereavement/compassionate leave** (2 days under NES)
5. **12 weeks paid parental leave** in addition to the government arrangement
6. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
7. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
8. **Education Leave** by negotiation
9. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees
10. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at* [*www.acon.org.au/jobs*](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**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.*

*Address all of the Selection Criteria as outlined in the following position description.*

*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, address each criteria 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:*

* *Your* ***Name*** *and* ***Contact details***
* *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.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**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 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 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. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Manager, Regional Office (Hunter)

**Work Level: Senior Manager**

**Reports to**

Director, Community Health and Regional Services

**Supervises**

Small team of staff plus volunteers

**Position Overview**

The Regional Manager, Hunter is responsible for establishing, delivering and supporting all aspects of ACON’s programs and services within the Central Coast, Hunter and Western NSW within the Hunter New England Local Health District including outreach initiatives where ACON does not have a physical presence. Provide support and leadership in the strategic planning for regional services and state-wide initiatives.

**Main Activities**

* Manage the implementation of:
  + Targeted health promotion, peer education, community development and engagement activities with LGBTI communities and HIV positive people in a range of settings across in a range of settings across the Central Coast, Hunter and Western NSW
  + Partnership and collaboration between ACON and Local Health Districts, Primary Health Networks, service provider partners, community groups, venues, organisations and events to improve health outcomes for LGBTI people and people with HIV
  + Clinical and client service delivery including providing line supervision and monitoring client allocation, service delivery, referrals, record keeping and data collection for the smooth operation of Care Coordination and Counselling services
  + Ensuring the health, safety and welfare staff and volunteers through the provision instruction, supervision and training in line with the organisation’s WHS policies and procedures.
  + Developing program reports, time scales, budgets and analysis to ensure effective and efficient use of ACON’s resources.
* Identify and consult with regional communities and service providers to assess need and pursue opportunities for the expansion of ACON’s outreach programs
* Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues including referral pathways.
* Manage the development, implementation, evaluation and monitoring of unit activities and outputs to achieve established goals and objectives in line with the ACON and unit business plans.
* Promote the programs and services of the unit and expand programs and services, acting on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Actively contribute to the development and implementation of organisational policy, particularly within area(s) of responsibility and accountability.
* Ensure the unit complies with Senior Leadership Team directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* Monitor and analyse data regularly, identify risks and opportunities, and provide recommendations to address issues in an appropriate and timely manner.
* Manage all physical, financial and human resources of the unit in accordance with unit business plans and budgets.
* Manage, support and train staff and volunteer workers.
* 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 supervisor (or designate).

**Selection Criteria:**

## Essential:

* Demonstrated high-level management skills including project management, financial management, human resource management, and the ability to effectively lead and build teams.
* Demonstrated experience and a successful track record of programmatic management of health promotion services including the development, implementation and evaluation of harm reduction and peer education programs within a community organisation context.
* Proven ability to establish and sustain effective relationships and partnerships with other organisations and services, both government and non-government, coupled with an understanding of the workings of the health and community sector.
* Strong skills in staff supervision, performance evaluation and human resource management.
* Practical and conceptual skills in community development and health promotion particularly in regional and rural settings including online engagement
* Proven ability to organise, administer, prioritise and meet deadlines, in particular when there are competing demands and contracted timeframes and the requirement to delegate.
* Strong planning and evaluation skills, including the capacity to analyse data and interpret and apply research and evaluation findings.
* Superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
* Understanding of and commitment to ACON’s communities, particularly people with HIV and those living in rural/regional areas
* NSW Drivers Licence

## Desirable

* Relevant qualifications in Management, Public Health or Allied Health

**Additional Information**

This is a full-time position (38 hours/week) offered on a three year common law contract.

The total remuneration package for this position $100K+ inclusive of superannuation and leave loading, commensurate with experience and skills. 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 Sarah Lambert on 02 9206 2000.

Applications close 5pm Monday, 27 January 2010.