

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.



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:

1) An ACON Application Form

You can download this at <https://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.

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: Relationship Manager, Pride in Diversity
Work Level: Manager

Reports to

Senior Relationship Manager, People Manager

Direct Reports

This position does not have any employees reporting into it.

Position Overview

This position will work closely with your Manager, the Director and Associate Director of ACON's Pride Inclusion Programs as well as other Relationship Managers within the Pride in Diversity team to support employers in all aspects of LGBTI workplace inclusion across a wide range of industries and sectors. This position is responsible for a national portfolio of members and requires a high customer service ethic, quick member turnaround times and accurate recordkeeping. A significant component of this position will be the development and maintenance of relationships within your member portfolio, the ongoing delivery of training & consulting services alongside regular contribution to broader divisional projects and events.

Main Activities: Relationship Manager

- To provide proactive advice, guidance and support to the assigned membership portfolio, including but not limited to membership strategy development, policy and practice reviews, enablement and training as well as AWEI tracking, advice and guidance.
- Identification of recruitment of new members, promoting the Pride in Diversity Program at every opportunity, seeking assistance as required to grow membership
- To contribute to a strategic initiative or key divisional piece of work showcasing best possible strategic design, professional executive and collaboration with both subject matter experts and fellow colleagues; participating in governance meetings and providing progress updates and reports as required
- Develop skills in the role of trusted advisor; build a strong strategic mindset; develop a consultative engagement mode of working with members alongside the ability to engage effectively with executive at all levels
- Adhere to all internal operational policies and processes with efficiency; including but not limited to the maintenance of accurate and detailed member contact details and critical commentary in Salesforce, timely provision of all quotes and associated travel requests; awareness of membership expiry dates and active engagement to ensure timely renewal, on-time provision of all required reporting. Respectful, and positive team collaboration, communication and participation in divisional events, team meetings, discussions and L&D activity.
- Effective team collaboration, engagement, support and development while role modelling workplace values and respectful behaviours.

Selection Criteria:

Essential:

- Proven experience in and/or understanding of LGBTI workplace inclusion initiatives.
- Proven experience in or solid understanding of strategy development; in particular the alignment of activity and plans to strategic D&I goals.

- Significant experience in a relationship manager role or similar, providing support to a diverse range of clients with a strong customer service focus.
- Solid understanding of HR policies and practices, particularly as they relate to inclusive diversity practice.
- Proven track record of effective training delivery within a corporate or government setting.
- Superior verbal and written communication and presentation skills with high attention to detail.
- Ability to travel nationally on a semi-regular basis to assist member organisations, often a week at a time.
- Accurate and timely recordkeeping.
- Ability to diplomatically and effectively liaise with a diverse group of people at varying levels of seniority.
- Superior organisational capability and/or ability to juggle multiple tasks and competing priorities.
- Exceptional people and service delivery skills with ability to deal with difficult situations diplomatically as required.
- Ability to work comfortably in a fast-paced, constantly changing environment where jobs may overlap and team collaboration and engagement is essential.
- Professional representation of the company and members you represent at all Pride in Diversity events, include celebratory and social.

Desirable

- Professional qualification in HR, Learning & Development, Organisational Development or Organisational Psychology highly valued.
- Experience working with Pride in Diversity or a comprehensive understanding of the program offerings.
- Current WA driver's license.

Additional Information

This is a part time position (3-4 days a week) offered on a one-year contract (extendable).

The annual salary range for this position is \$80-\$85K pro rata negotiable commensurate with skills and experience 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 Dawn Hough, Director, on 0409 887 212.

Applications close 5pm Sunday 4th October.