

# 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.*



## Policy and Development Officer

This is a great opportunity for a highly motivated policy professional with a commitment to advancing the rights and health of ACON's communities.

ACON is here for community health, inclusion, and HIV responses for people of diverse sexualities and genders. We provide a range of services designed to improve the health and wellbeing of our communities.

- We're looking for a committed, innovative and high performing policy professional to use their writing and people skills to influence policy in NSW and advance the rights and health of people with HIV, groups at risk of HIV transmission, and people of diverse genders and sexualities (LGBTQ+). The Policy & Development Officer also supports the development of formal grant proposals to better address the needs of our communities.

Our new Policy & Development Officer will have a strong track record in producing high-quality policy and/or advocacy documents – reports, policy papers and/or submissions. Ideally, the successful candidate will have experience collaborating with multiple stakeholders to develop and implement campaigns for policy change.

The position is situated within the Policy, Strategy and Research team, working closely with program experts across divisions and partner organisations.

This is a fantastic role and we are keen to welcome another high-calibre employee to ACON.

ACON is committed to providing our people with opportunities for professional development and growth, a safe, fun and flexible work environment, and the scope to deliver innovative, cutting-edge community health programs and services.

For more information about the role, please contact Felix Delhomme, Manager – Policy, Strategy & Research at [fdelhomme@acon.org.au](mailto:fdelhomme@acon.org.au) or (02) 9206 2085.

To submit an application, go to <https://www.acon.org.au/about-acon/jobs/>

All applications must include:

1. a completed ACON application form;
2. a document addressing the selection criteria (max. 4 pages); and
3. your resume highlighting your education, professional & volunteer experience and links to any articles, reports or other publications written by the applicant (max. 3 pages)

Applications close Sunday, 18 April 2021.

*ACON is an Equal Employment Opportunity and encourages people with HIV, people with disability, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds to apply.*

# Working at ACON

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 leading practice services to our communities.

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

- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
  - An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
  - 12 days of paid personal leave per year (10 days under NES);
  - 14 weeks paid parental leave in addition to the government arrangement;
  - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),
  - Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

## How do I apply?

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

### 1) An ACON Application Form

You can download this at [www.acon.org.au/jobs](http://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.

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, please address each criterion 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:

1. Your **Name** and **Contact details**

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 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 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 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.

# Position Description

**Position Title:** Policy and Development Officer  
**Work Level:** Professional

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## Reports to

Manager, Policy, Strategy and Research

## Supervises

NA

## Position Overview

This position supports the production of high quality, and timely policy documents – including discussion papers, submissions to inquiries and briefing notes – and the coordination of advocacy campaigns to advance the rights and health of people with HIV, groups at risk of HIV transmission, and people of diverse genders and sexualities.

This position also facilitates internal processes to develop service ideas and the development of formal grant proposals under the direction of the Manager.

## Main Activities

This position develops and implements policy and development activities to achieve established goals and objectives in line with ACON's Strategic Plan and annual business plans, including the following:

- Develop policy discussion papers and prepare submissions on health-related issues of importance to people living with HIV, groups at risk of HIV transmission and people of diverse genders and sexualities.
- Monitor NSW and national policy and legislative developments affecting ACON's communities.
- Support the development and implementation of advocacy campaigns to further ACON's objectives in relation to the health and rights of people living with and at risk of HIV, and people of diverse genders and sexualities.
- Meaningfully engage with internal and external stakeholders to ensure ACON's policy platform is informed by the lived experiences of people living with HIV or at risk of HIV, and people of diverse genders and sexualities. Support program managers to develop and write grant applications, tenders, and proposals.
- Monitor grant opportunities and update a centralised database to monitor grant applications.
- Support the development and implementation of ACON's Reconciliation Action Plan, ACON's Trans and Gender Diverse Blueprint, other population-focused plans, and strategic initiatives.
- 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. Demonstrated experience in developing and implementing advocacy campaigns to affect change.
3. Strong writing skills, including the ability to tailor documents to their intended audiences.
4. Strong interpersonal skills, including the ability to listen, empathise and build consensus among different stakeholders.
5. Ability to work independently and as part of a team to organise, administer, prioritise, and meet deadlines.
6. Understanding of and commitment to ACON's communities, particularly people with HIV and people of diverse genders and sexualities.

### **Desirable:**

1. Tertiary qualifications related to policy, public health, gender studies, Indigenous studies, law, or other related fields.
2. Knowledge of one or several of the following policy areas: sexual health, alcohol and other drugs, anti-discrimination, disability, Aboriginal and Torres Strait Islander people's health.
3. Experience writing grant applications.