

POSITION DESCRIPTION



Position Title: Policy and Development Officer

Work Level: Professional

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.

HUMAN RESOURCES USE ONLY		
Approved	Policy and Development Officer	25 MARCH 2021
– Manager Policy, Strategy and Research		
– Manager HR		

- 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.