

# A GUIDE FOR JOB APPLICANTS



## Grants, Reporting and Planning Officer

This is a great opportunity for a motivated and reliable grant reporting professional with a commitment to improving services and health outcomes for people of diverse genders and sexualities (LGBTQ+) and people living with HIV.

ACON is Australia's largest organisation specialising in 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 motivated and reliable professional to use their coordination, analytical and planning skills to ensure ACON continues to meet our grant reporting obligations and improve our programs. The position also coordinates grant writing and planning activities to guide the development of *new* services and strategic initiatives.**

The ability to interrogate client/service data, ensure it is accurate and utilise it to generate clear insights to inform service improvement and development is paramount.

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

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 community health programs and services.

**Salary:** \$80,216 - \$93,903 (gross) plus superannuation and leave loading, commensurate with skills and experience.

**Location:** Surry Hills preferred, with flexible working conditions considered.

For more information about the role, please contact Félix Delhomme, Manager – Policy, Strategy & Research at [fdelhomme@acon.org.au](mailto:fdelhomme@acon.org.au) or 0482 168 041.

**Applications close 30 August 2021.**

To apply, 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 in bullet point form (max. 4 pages); and
3. your resume (max. 3 pages)

*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). Employees have access to 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); Education Leave of up to 70 hours per annum; access to Employee Assistance Program - a comprehensive free counselling service free.

Conditions of employment are detailed in [ACON's Enterprise Agreement](#).

## 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) A document addressing the Selection Criteria (4 pages max.)

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.

Please address each criterion separately **in point form**. Use short statements with examples that clearly demonstrate your competency in a particular area.

### 3) Your Resume (3 pages max.)

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:** Grants, Reporting and Planning Officer  
**Work Level:** Professional

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## Reports to

Manager – Policy, Strategy and Research

## Position Overview

The Grants, Reporting and Planning Officer is primarily responsible for coordinating activities to ensure ACON meets its grants reporting requirements, including the collation of client/service data across ACON units and preparation of key performance indicators (KPI) reports. The position also coordinates grant writing and planning activities to guide the development of new services and strategic initiatives.

## Main Activities

### Grant Reporting and Development

- Collate and analyse client/service data across ACON programs to support service improvements and demonstrate service outputs and outcomes.
- Produce high-quality, accurate and clear KPI reports to satisfy grant reporting requirements.
- Interrogate and provide insights into ACON's client/service data to inform service improvement and development.
- Streamline and improve grant reporting systems.
- Contribute to discussions with ACON funders on yearly KPI targets.
- Ensure greater coordination of grant applications across the organisation, including by maintaining a repository of applications applied for.
- Monitor and share grant opportunities with relevant Managers and Directors.
- Coordinate the development of new grant applications.

### Planning

- Coordinate planning processes across the organisation, including the development and review of strategic and business plans
- Maintain appropriate and timely statistics, administrative records, and written reports.
- 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. Experience in grant administration, reporting, data analysis, project management or similar roles relevant to the position.
2. Highly developed capability for interrogating, checking the accuracy of data and the ability to present insights clearly.
3. Good writing skills, including a track-record of producing high quality reports for senior management and/or for grant reporting purposes.
4. Demonstrated excellent Excel skills.
5. Significant and demonstrated interpersonal skills, including the ability to listen, communicate clearly and liaise effectively with internal stakeholders.
6. Understanding of and commitment to ACON's communities, particularly people with HIV and people of diverse genders and sexualities.

**Desirable:**

1. Experience working in the health sector and/or for Commonwealth, State or Local Government.
2. Experience using ODBC and Microsoft queries to extract data from client management databases.