

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.



Cancer Program Manager

ACON is seeking a dynamic leader to steer ACON's cancer screening and prevention program. This is exciting and important work that will build on the foundations of our work in this health area since 2016.

- This is a unique opportunity to make a significant contribution to the health of LGBTQ people in NSW and provide leadership in this area of health.

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. 'Can We' is ACON's new cancer screening and prevention brand, which encompasses all our cancer awareness, prevention and screening activities for LGBTQ communities. Our stakeholder and community relationships associated with this work are excellent, and we are well regarded for the work we do to improve health professional's understanding, and inclusivity, of LGBTQ people in cancer programs, services and referral pathways.

This is an exciting opportunity for a leader who can think both strategically and operationally, has exceptional stakeholder relationship, collaboration and project management skills, and will relish the opportunity to lead and shape a growing portfolio of programs and activities.

The position located in Sydney reports to the Deputy CEO and is situated within the HIV and Sexual Health Division, working closely with staff and teams across ACON, as well as the health and community sectors.

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.

This position is fulltime with 3-year fixed term contract.

For more information about the role, please contact Karen Price, Deputy CEO at kprice@acon.org.au or 0427 192 721.

All applications must include:

1. a completed ACON application form;
2. a document addressing the selection criteria (max. 4 pages); and
3. your resume (max. 3 pages)

Applications close 5pm Wednesday 8 September.

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, people with HIV, and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

www.acon.org.au

Position Description

Position Title: ACON Cancer Program Manager

Work Level: Manager

Reports to Deputy CEO

Supervises 1-3 staff

Position Overview

Across LGBTQ communities in NSW, ACON has been working since 2016 to increase awareness of, and engagement in, prevention and screening for major cancers that impact our communities. ACON has been working primarily with the Cancer Institute NSW to improve inclusion of our communities in the programs and services offered in NSW.

'Can We' is ACON's new cancer screening and prevention brand.

Individual campaigns and community engagement events will be delivered under the 'Can We' brand, bringing together all ACON's activities in this Program area, which are aimed at improving:

- cancer awareness, prevention and screening in the LGBTQ community; and
- health professional understanding of LGBTQ peoples increased cancer risk and the inclusivity of mainstream programs, services and referral pathways.

This role has both a strategic and operational focus. The role carries, along with the Deputy CEO, responsibilities for leading, developing and maintaining key partnerships with state and commonwealth government agencies, and other funders of this important work.

This role requires collaboration with key program areas within ACON such as our campaigns and community engagement work, as well as ACON's training and inclusion work, and our policy, strategy and research team.

Leadership responsibilities include diligent stakeholder management and progressing funding proposals, negotiating agreements together with the Deputy CEO and within delegations, developing and progressing implementation plans in conjunction with other key staff, including ACON's campaigns team and Directors/Associate Directors within ACON.

This role will provide important support for community engagement with the Can We brand, and for people in our communities to increase their awareness, understanding of screening programs, and increase cancer screening participation by people in LGBTQ communities.

The role will also play a key leadership role within ACON and the HIV and Sexual Health Division, and contribute to the achievement of ACON's Strategic Plan, key organisational plans and strategies, and a range of sexual health and broader LGBTIQ health promotion programs and initiatives that enhance ACON's ability to improve the health of our communities.

This role is exciting and demanding, requiring excellent people leadership skills and experience, as well as:

- project and event management
- stakeholder engagement and management
- preparation and oversight of grant applications and requirements
- contract management
- health promotion resource development and peer education

- marketing, communication and campaign development
- digital literacy and (preferably) experience
- community engagement

Main Activities

- Lead and manage the design, development, expansion, implementation, evaluation and monitoring of all activities that sits within ACON’s Cancer Programs, including the ‘Can We’ brand which aims to increase awareness, screening accessibility and screening participation within LGBTQ communities in NSW.
- Familiarise and understand the strategic environment including the goals of the NSW Cancer Plan, national screening program goals and governance structures that apply to ACON’s Cancer Programs work.
Coordinate and lead cross divisional work within ACON relevant to the Cancer Program including training, inclusion, policy and research.
- Lead and maintain ACON’s key relationship with the Cancer Institute NSW, including the development and execution of funding agreements, and development of key supporting documents such as implementation plans, program logic, progress reports, annual reports and other documents.
- Work collaboratively with state and commonwealth funders and other NGOs to improve the consistency and accessibility of cancer health promotion messaging for LGBTQ populations, in the interests of increasing awareness of the ‘Can We’ brand and outputs, in line with the goals of ACON’s Cancer Program and that of the broader goals in prevention, early detection and reduced impacts of cancer on our communities.
- Work effectively and collaboratively with ACON leadership, staff and contractors, plan, design, and implement community cancer awareness campaigns that make a significant contribution to building ACON’s reputation in the health sector.
- Thinking strategically to identify and act on opportunities for improvement of existing programs/services and new opportunities for engagement, growth and/or funding.
- Oversee and provide thought leadership to ensure the planning, scheduling, implementation, evaluation and reporting activities and outputs are delivered in line with established goals and objectives.
- Create and maintain strong and sustainable networks with target populations within the LGBTQ community in NSW, community partners, stakeholders and people of influence.
- Work collaboratively with other ACON staff and stakeholders to increase evidence-based understanding of LGBTQ health issues and risks to inform the promotion of appropriate primary prevention approaches.
- Contribute to the delivery and review of ACON’s strategic plan and programs to ensure ACON’s future financial sustainability and the improvement of health outcomes in LGBTQ communities in NSW.
- Manage, inspire and motivate staff including ensuring all team members are updated on Divisional issues, engaged in regular team communication and are supported to deliver on work priorities that align to strategic priorities.
- Represent ACON at relevant forums, reference groups, inter-agencies and other committees as required.
- Perform other duties as requested by the Deputy CEO or CEO.

Selection Criteria:

Essential:

1. Demonstrated understanding, experience and skills in the development and maintenance of strategically important stakeholder relationships and partnerships – preferably in a health and/or community sector context.
2. Demonstrated understanding and experience in the development proposals and funding agreements, program implementation and evaluation, and reporting – preferably in a health and/or community sector context.
3. Demonstrated knowledge of ACON’s communities, health disparities and the importance of inclusion of sexuality and gender diverse people and communities in health programs and services.
4. Superior interpersonal and stakeholder management skills, including excellent written and verbal presentation skills, and demonstrated experience in culturally appropriate, diplomatic and effective liaison with internal and external stakeholders at all levels.
5. High level and demonstrated management skills including managing teams, project management, financial management, human resource management, contract management and resource planning.
6. Ability to work collaboratively across ACON, with community groups and across geographical areas, and an ability to prioritise and assist the team to meet deadlines.
7. Communications experience – desirably in creating campaigns, engagement strategies and social media and social marketing collateral and strategies.

Desirable

1. Relevant qualifications in community services, public health, health promotion or public policy, specifically in a cancer context.
2. Strong planning and evaluation skills, including the capacity to understand data and interpret and apply research or evaluation findings.
3. Current NSW Drivers Licence.

How do I apply?

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

1) An ACON Application Form

You can download this at 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. 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. If you are not selected for an interview, you will receive an email informing you that your application was not successful on this occasion.