

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.



Index Project Manager, Pride in Diversity

ACON was established in 1985 as the AIDS Council of NSW and is now Australia's largest HIV prevention, HIV support and LGBTQ health organisation. An important part of ACON's mission is to help make the places where our community members live, work, study and play more inclusive of LGBTQ people, improving the mental health and wellbeing of our community through the reduction of stigma, discrimination and social exclusion.

ACON's Pride Inclusion Programs offer a range of services to assist employers, sporting organisations and service providers with all aspects of LGBTQ inclusion.

Pride in Diversity has, since its launch in 2010, been providing advice, guidance and expertise to Australian organisations of all sizes, within all sectors, states and territories. Our mission is to support our member organisations in their pursuit of best practice, LGBTQ inclusion and the attraction and retention of talent through the adoption of progressive inclusive policy, practice and behaviours.

With over 315 member organisations, representing about three million employees, we have the breadth of experience to advise on leading practice, workforce issues and solutions and also to assist organisations to govern and measure their workplace inclusion strategies.

As an integral part of our Pride in Diversity team, this role will report to and work closely with the Director to provide crucial administrative and operational support for all indices in addition to managing team marking processes, maintaining complex scoring mechanisms and reporting on data trends and findings for incorporation into reports and publications. This person will also be a key contact point for all index enquiries.

This role is suitable for someone with an exceptional service ethic, exemplary organisational skills, high attention to detail and someone who can demonstrate skills in extracting and analysing data. Advanced Excel and formula building skills essential.

Salary: \$70-75K (gross) plus superannuation and leave loading, salary negotiable for the right candidate. You may also elect to salary package a portion of your salary (up to \$30,000 gross-up value) tax-free.

Location: Sydney

This position is fulltime 5 days a week with 1 year contract.

For more information about the role please contact, Dawn Emsen-Hough, Director ACON Pride Inclusion Programs at DEmsen-Hough@acon.org.au or (02) 9206 9206 2136 or 0409 887 212.

If you think this is the job you have been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. a completed ACON application form
2. a document addressing the Selection Criteria
3. your resume.

Applications close 5pm, Sunday 3 October.

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: Index Project Manager
ACON Pride Inclusion Programs

Work Level: Operational

Reports to

Director, ACON Pride Inclusion Programs

Position Overview

ACON's Pride Inclusion Programs comprise three not-for-profit employer support programs for the inclusion of people of diverse sexualities and genders within our workplaces, sporting environments and health and wellbeing settings.

In addition to membership-based support programs, Pride Inclusion Programs run three national benchmarking indices providing the largest national annual data set on the impact of inclusion initiatives on the lived experience of people with diverse sexuality and/or gender within these settings.

As an integral part of this team, this role will report to and work closely with the Director to provide crucial administrative and operational support for all indices in addition to managing team marking processes, maintaining complex scoring mechanisms and reporting on data trends and findings for incorporation into reports and publications. This person will also be a key contact point for all index enquiries.

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Main Activities

- **Management of internal processes regarding Index submissions and marking:** Ongoing maintenance and management of all administration processes pertaining to all index submissions. This includes member and team communications, Q&A workshops as required for staff, development of process documentation, processing and receipt tracking, record management, oversight of marking and results generation.
- **Management of processes regarding Survey:** ongoing maintenance and management of all administrations for Survey platform, filtering, and extraction; distribution of unique/confidential Survey links to participants; ongoing communication to participants
- **Development/Maintenance of all Index Tools/Documentation:** Annual maintenance of all submission forms & **scoring** instruments, guidelines, web content and support documentation relevant all indices. Includes complex automation formulae and formatting across all worksheets, detailed cross-referencing and product testing.
- **Key Contact Point** for all incoming index enquiries and submissions; including communication to external key contacts, updates to any documentation, assistance with submission difficulties, maintenance of distribution list(s).

- **Data Analysis (ongoing):** filtering, extraction and analysis of data from annual AWEI Survey results for Practice Point, publications, miscellaneous communications and team presentations.
- **Website:** Content management of the AWEI website and assistance with PSI and HWEI websites, with current and accurate information regarding all results.
- **General AWEI administration support** as required such as proofreading all AWEI publications (and those relevant), publication distribution and communications.

Other Ongoing Activities:

- Perform other support duties to assist with the work of the Director and the unit as requested.
- Provide events support for all divisional events as/when required.
- Actively participate in and contribute to on-going divisional team meetings, general staff meetings, quality improvement and professional development strategies.

Selection Criteria

Essential:

1. Ability to write complex formulae within Excel and maintain complex Excel spreadsheets
2. Proven ability to efficiently manage competing tasks and priorities from multiple team members
3. Superior time management skills
4. Effective and professional communicator, experience liaising with people across a wide range of industries and at various levels of seniority, both verbally and in written correspondence
5. Demonstrated attention to detail and ability to apply this to daily work and records maintenance
6. Ability to work independently and as part of a collegiate team
7. Demonstrated ability to manage changing and competing priorities and workloads in a small team environment and to use initiative to consistently achieve results

Desirable

1. Experience maintaining websites
2. Knowledge of, or experience working in Diversity & Inclusion, LGBTQ Inclusion, or employee networks
3. Understanding of and commitment to ACON's communities, particularly people living with HIV
4. Any background or experience in data collection, research, analysis.

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.