

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.



Team Leader Health Promotion – ACON Northern Rivers

ACON offers a colourful, nurturing and professional workplace. We're offering a great opportunity for an experienced health promotion worker with leadership experience to use their skills in leading a small team delivering harm reduction and health promotion to coordinate the delivery of outreach, community development and sector capacity building to sexually diverse people and people living with HIV across the Northern and the Mid North Coast Local Health Districts.

You will work in partnership with local services, networks and groups, and other ACON teams to ensure effective program delivery to our communities through an outreach model of service delivery.

Our staff and volunteers are the foundation for our ongoing effectiveness. ACON is committed to our employee's professional development and engagement - ensuring we build our capabilities with people who have the right values, attitudes, skills and knowledge.

This role requires frequent travel within the Northern Rivers and to Sydney (*dependant on COVID-19 Restrictions*).

This position is located at the ACON Lismore Office and is offered on a full-time ongoing basis.

An attractive salary package is offered including super + leave loading. Generous salary packaging options are also available.

Applicants must be comfortable working in an LGBTQ+ community organisation.

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)

For further information regarding this position, please contact Michael Tizard, Regional Manager Northern Rivers, on 02 6622 1555 before 22 December 2021 or Harry Hannan, Human Resources Manager between 6 and 14 January 2022 on 02 9206 2057.

Applications close 14 January 2022.

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: Team Leader, Community Health Promotion Northern Rivers

Work Level: Team Leader/Professional

Reports to

Regional Manager, Northern Rivers

Supervises

Small team of staff plus volunteers

Position Overview

The Team Leader is responsible for the day-to-day supervision of the Community Health Promotion Team based in the Northern Rivers and Coffs Harbour, and oversight of community health promotion activities in the Mid North Coast and Far North Coast Local Health Districts. This includes the planning and delivery of ACON's health promotion campaigns and community development responses with lesbian, gay, bisexual, transgender, and queer (LGBTQ) and gender diverse communities and people living with HIV (PWH). This position involves travel within NSW.

Main Activities

- In consultation with the Regional Manager Northern Rivers manage and drive the successful delivery of health promotion services and activities to ensure key performance indicators (KPIs) and other deliverables are met.
 - Work in partnership with community based organisations, Local Health Districts and other relevant stakeholders to implement ACON's state-wide HIV prevention and other (LGBTQ) and gender diverse health promotion activities.
 - Plan, schedule and deliver targeted health promotion, peer education, community development and engagement activities with PWH and LGBTQ and gender diverse communities to achieve optimal reach across the Northern Rivers and Mid North Coast of NSW.
 - In conjunction with the Regional Manager, lead, support and implement the operation of a[TEST] Lismore, including participating as a Peer Worker in HIV/STI testing where required.
 - Coordinate LGBTQ and gender diverse and HIV education at community events, including the supply of safe sex equipment and ACON's campaign materials.
 - Ensure a comprehensive program of online outreach activities, including maintaining a social media presence and engaging in health promotion across other online mediums accessed by ACON's communities.
 - Maintain and strengthen partnerships between ACON and service provider partners, community businesses, venues, organisations and events, including through the provision of resources.
 - Identify opportunities for partnerships and collaboration with service provider partners, Primary Health Networks, community groups, venues, organisations and events to improve health outcomes for LGBTQ and gender diverse people and people with HIV.

- Act as a gateway by making appropriate referrals to relevant ACON state-wide services, Local Health Districts or other service providers.
 - Build relationships with mainstream and community based services accessed by ACON's communities and provide inclusion training as needed.
- Manage, support and lead Community Health Promotion Officers (CHPOs) and volunteer workers to deliver established goals and objectives in line with the ACON Business Plan.
 - Provide regular formal supervision to CHPO's.
 - Ensure the health, safety and welfare of staff and volunteers through instruction, supervision and training in line with the organisation's WHS policies and procedures.
 - Ensure the timely collection, collation and provision of data in line with reporting requirements.
 - Manage the working and travelling hours and arrangements of CHPOs to ensure safe work practices and compliance with contracted work hours.
- Assist in the development, implementation, evaluation and monitoring of health promotion activities and materials.
- Assist with the development and implementation of strategies to adapt services and programs to meet community need.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.

Selection Criteria:

Essential:

1. Demonstrated well developed skill, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
2. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.
3. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
4. Demonstrated understanding of sexual and general health issues and the information needs of gay men and the LGBTQ and gender diverse community.
5. Proven ability to plan and undertake health promotion outreach activities across a wide geographical area and to provide appropriate client referrals as required.
6. High level interpersonal and communication skills including in written and verbal presentations and client and stakeholder liaison.
7. Strong planning and evaluation skills, including the capacity to analyse data and interpret and apply research and evaluation findings to meet community need.
8. Demonstrated high level skills in the establishment and management of a range of internal and external stakeholder relationships and a proven ability to manage stakeholder and community expectations and respond appropriately to competing demands and interests.

9. Understanding of and commitment to ACON's rural and regional communities, particularly people living with HIV.
10. Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
11. A current NSW driver's licence and ability to travel frequently.

Desirable

1. Tertiary qualifications in Administration, Management, Social Work, Community Development or Public Health and/or Education.
2. Commitment and capacity to support a[TEST] Lismore and where appropriate as a Peer Worker.

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.