**Manager, Policy Strategy and Research, Sydney Office.**

* *Full-time permanent position available, 38 hours per week*
* *Work to improve the health and well-being of our communities.*
* *ACON provides a colourful, nurturing, and fun workplace.*

ACON is seeking a dynamic and highly motivated Manager, Policy Strategy and Research, to join our Policy Strategy and Research team!

The Manager, Policy Strategy and Research, is responsible for developing and managing ACON’s policy, strategy, research and grants processes. This important role leads a small team delivering ACON’s s key policy, advocacy and research programs through engagement with the community, key stakeholders, researchers, government, and key decision-makers.

The occupant of the position must have a well-developed understanding of HIV and LGBT Health, the populations ACON serves, and the strategic context within which ACON operates – being NSW’s largest and leading HIV and LGBT health promotion organisation

The role is full-time and is located at the ACON Sydney Surry Hills Office, with the option to work some days from home.

**Salary:**

The salary range for this position is negotiable commensurate with skills and experience per annum plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

**Location**:

*This position is located at the ACON Sydney Office.*

*For further information regarding this position, please contact* ***Brent Mackie****, Associate Director of Policy, Strategy and Research, on 02 9206 2000.*

*All applications must include:*

1. *a completed ACON application form;*
2. *a document addressing BOTH the essential and desirable selection criteria; and*
3. *your resume.*

*Please download the Job Application Guide at https://www.acon.org.au/about-acon/jobs/*

**Applications close midnight, 5pm Monday, 19 September 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](http://www.acon.org.au)

**Position Description**

**Position Title:** Manager, Policy, Strategy and Research

**Work Level:** Manager

**Reports to:**

Associate Director, Policy, Strategy and Research

**Supervises:**

3 - 5 Staff Members

**Position Overview**

This position is an important leadership position within the NSW HIV sector and in developing the profile of LGBT health. The occupant of the position must have a well-developed understanding of HIV and LGBT Health, the populations ACON serves, and the strategic context within which ACON operates - being NSW's largest and leading HIV and LGBT health promotion organisation.

The position is responsible for developing and managing ACON's engagement with and participation in policy, research and grant development processes. The Manager facilitates an integrated approach to policy and research that enhances ACON's evidence-based methods of program & service delivery, advocacy and development of new projects. The role is responsible for developing and maintaining key strategic relationships with Government stakeholders and key decision makers.

The position also supports organisation-wide strategic processes, facilitates improved engagement with ACON's communities and supports the senior leadership team in determining strategic priorities for the organisation.

**Main Activities**

This position leads a small team in developing and implementing policy, research and grants development activities to achieve established goals and objectives in line with ACON's Strategic Plan, Health Outcome Strategies and annual business plans, including the following:

* Support the Chief Executive Officer, Board and senior managers in providing high-level written and verbal strategic input to government policy development processes.
* Chair the ACON's Research Ethics Review Committee and support the dissemination and promotion of approved studies.
* Identify and foster key research partnerships across HIV and LGBT health issues with research centres.
* Manage Policy Officers and practice-based research projects to build the evidence base for ACON's work and ensure that ACON's communities' needs are adequately represented.
* Identify new funding opportunities and develop contacts and relationships with key funding bodies.
* Coordinate the development of funding proposals, grant applications and papers for academic and non-academic publications.
* Manage all unit's physical, financial and human resources according to unit business plans and budgets.
* When required, deputise for the Associate Director, Policy, Strategy and Research as a member of the ACON Senior Leadership Team.
* Actively participate in and contribute to an ongoing supervision process, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Perform other duties to assist with the unit's work as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

* High-level ability to understand how research intersects with policy, advocacy, program and service development, and funding opportunities.
* Demonstrated capacity to work in a strategic capacity to coordinate, lead and ensure ACON is involved in policy activities, including: relationship building, the identification of policy opportunities and representing the interest of ACON's communities on committees.
* Demonstrated knowledge of research processes, ethics processes, writing reports and other papers.
* Ability to chair committees, follow through on actions and incorporate the views of diverse stakeholders into decision-making.
* Superior communication skills, including written and verbal presentation, diplomatic and effective liaison and interpersonal skills.
* Demonstrated skills in people & project management.
* Ability to work independently and as part of a team to organise, administer, prioritise and meet deadlines.
* Understanding of and commitment to ACON's communities, particularly people with HIV and LGBT communities.

**Desirable:**

* Tertiary qualifications at a postgraduate level.
* Understanding/knowledge of current health issues regarding HIV and LGBT communities.
* Understanding of knowledge management and organisational learning issues.

**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](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**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.