**Regional Manager, Hunter**

**An opportunity to join a dynamic team responding to the needs of the LGBTQ+ community.**

* Full-time, Newcastle-based role.

**What’s ACON Regional Services?**

ACON’s regional services are responsible for the delivery of ACON’s programs and services in regional NSW, with a focus on Health Promotion, Mental Health Services, and Needle Syringe Program operations and Harm Reduction.

The division employs a team of staff and volunteers at branch offices located in Newcastle and Lismore, and southern and far western NSW is covered by the Regional Outreach Team located in the Sydney office. The division has extensive relationships with a wide range of stakeholders in regional NSW and often works in collaboration with Sydney-based teams to facilitate the implementation of ACON’s statewide initiatives developed by other divisions.

**Ok, so what’s the role?**

Reporting to the Director of Regional Services, the *Regional Manager, Hunter* will be responsible for establishing, delivering and supporting all aspects of ACON’s programs and services to communities within the Hunter, New England, Central Coast, and Western NSW regions.

Key responsibilities of this role will include:

* Providing support and leadership in the strategic planning for regional and state-wide initiatives.
* Partnering with Local Health Districts, Primary Health Networks, service providers, and community groups to improve health outcomes for LGBTQ+ people and people with HIV.
* Ensuring the health, safety and welfare of ACON staff and volunteers by providing supervision and training.
* Developing program reporting, schedules, budgets and analysis to ensure effective use of ACON’s resources.
* Consult with regional communities and service providers to assess gaps and pursue new opportunities to expand ACON’s outreach programs.
* Managing all staff, volunteers, facilities, and operations of ACON’s Newcastle office.

**Who are we looking for?**

To be successful in this position you will have:

* Demonstrated management skills across projects, operations, financials, and human resources.
* Strong leadership skills including the ability to build a cohesive team and support and develop high-performing staff.
* Experience and/or deep understanding of contemporary practice and methodologies for community development, health promotion, harm reduction, and peer education.
* Proven ability to establish and maintain strong relationships and partnerships with other organisations and services.
* Understanding of, and commitment to, ACON’s communities, particularly people with HIV and those living in rural/regional areas.
* Proven ability to organise, prioritise, delegate, and meet competing deadlines, demands and obligations.

**What else can we tell you?**

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 innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What are the remuneration and working details?**

**Salary**: $118,000 to $125,000 (*Gross per annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Newcastle Office

**Hours:** Permanent, Full-Time, 76 hours per fortnight on an ongoing contract.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $30,000 gross-up value (i.e., currently up to $15,899 tax-free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full-time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Daniel McCarthy, Director of Regional Services, via email at [dmccarthy@acon.org.au](mailto:dmccarthy@acon.org.au)

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested.
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max. 6 pages); and
3. Your *Resume*.

**Applications Close: Sunday 28 April 2024**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

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| APPROVED: Director Regional Services | Regional Manager, Hunter | Mar 2024 |

**POSITION DESCRIPTION**

**Position Title:** Regional Manager, Hunter

**Work Level:** Manager (Senior)

**Reports To:**  Director Regional Services

**Supervises:**  Team of approximately 20 staff (3 direct reports), plus Project Volunteers (community members)

**Position Overview**

The Regional Manager for the Hunter is responsible for the operations of ACON’s Newcastle office. The role is also responsible for establishing, delivering and supporting all aspects of ACON’s programs and services within the region, including outreach initiatives where ACON does not have a physical presence in the Central Coast, New England, and Western NSW regions. The role also provides support and leadership in the strategic planning for regional services and state-wide initiatives. This position is located at ACON’s Newcastle office.

**Main Activities**

* Manage:
  + Health promotion, peer education, community development and engagement with LGBTQ+ communities and HIV positive people in a range of settings across the region.
  + Clinical and client services delivery for Care Coordination, Counselling, and Peer Support, including line supervision, and oversight of risk management, client allocation, referrals, record keeping and reporting.
  + Needle Syringe Program (NSP) operations and harm reduction programs.
  + Administration and community liaison operations and activities.
* Partner and collaborate with Local Health Districts, Primary Health Networks, service providers, community groups, venues, organisations, and events to improve health outcomes for LGBTQ+ people and people with HIV.
* Ensure the health, safety and welfare of staff and volunteers by providing instruction, supervision, and training in line with the organisation’s WHS policies and procedures.
* Develop program reports, schedules, budgets, and analyses to ensure effective and efficient use of ACON’s resources.
* Identify and consult with regional communities and service providers to assess need and pursue opportunities for the expansion of ACON’s outreach programs.
* Build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues including referral pathways.
* Manage the development, implementation, evaluation and monitoring of unit activities and outputs to achieve established goals and objectives in line with the ACON and unit business plans.
* Promote the programs and services of the unit and expand programs and services, acting on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Actively contribute to the development and implementation of organisational policy, particularly within area(s) of responsibility and accountability.
* Ensure the unit complies with Senior Leadership Team directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* Monitor and analyse data regularly, identify risks and opportunities, and provide recommendations to address issues in an appropriate and timely manner.
* Manage all physical, financial and human resources of the unit in accordance with unit business plans and budgets.
* Manage, support and train staff and volunteer workers.
* 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 the supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Demonstrated high-level management skills including project management, operations management, financial management, and human resource management.
2. Strong leadership skills, including the ability to build cohesive teams, supervise, support, and inspire staff, and evaluate performance.
3. Demonstrated experience and skills in managing health promotion, harm reduction, and peer education programs, and healthcare delivery within a community organisation context.
4. An understanding of contemporary practice and methodologies for community development, health promotion, harm reduction, and peer education, particularly in regional and rural settings including online engagement.
5. Proven ability to establish and sustain effective relationships and partnerships with other organisations and services, both government and non-government, coupled with an understanding of the health and community services sector.
6. Proven ability to organise, prioritise, delegate, and meet deadlines, in an environment of competing demands and contractual obligations.
7. Strong planning and evaluation skills, including the capacity to analyse data and interpret and apply research and evaluation findings.
8. Superior communication skills, including written and verbal presentation skills.
9. Strong interpersonal skills including diplomacy and conflict resolution skills.
10. Understanding of, and commitment to, ACON’s communities, particularly people with HIV and those living in rural/regional areas.
11. Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
12. NSW Drivers Licence.

**Desirable:**

1. Relevant qualifications in Management, Community Development, Healthcare, or Public Health

**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. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d 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.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
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 acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications 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 Recruiting Manager 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 Recruiting Manager 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 qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination 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 People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture 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 and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.