**Manager, Gay and Bi+ Men’s Sexual Health Programs**

**Join ACON’s HIV and Sexual Health division and support a team across a diverse and engaging portfolio of programs including clinical services, peer work, health promotion and community outreach.**

* This role leading ACON’s GBMSM (Gay, Bisexual and other Men who have sex with Men) Sexual Health team, plays a key role in supporting ACON’s efforts to end HIV transmission in NSW.

**Ok, so what’s the role?**

The Manager, Gay and Bi+ Men’s Sexual Health Programs will:

* Provide leadership in the development and implementation of GBMSM health promotion and education programs and services.
* Manage, inspire and motivate staff working to progress and evaluate high quality HIV and Sexual Health projects to continue to innovate and engage with the community members, to drive down HIV transmission and addressing HIV stigma.
* Represent ACON at relevant forums, reference groups, inter-agencies, research and other committees that focus on GBMSM sexual health.
* Provide leadership, strategic thinking and relationship management skills to support the delivery of ACON’s HIV and STI testing through ACON’s a[TEST] services.

**Who are we looking for?:**

The successful applicant will have:

* Demonstrated experience in the development and planning of evidence-based HIV/STI health promotion and prevention programs (or similar public health experience) and a commitment to addressing health inequity.
* A demonstrated ability to manage multiple projects and services (including clinical services) across multiple sites to achieve desired outcomes.
* Exceptional leadership and strategic thinking skills, including demonstrated results in managing a range of programs within a team.
* Experience in establishing and sustaining effective partnerships and collaborations across clinical, government and non-government sectors.

**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’s the remuneration and working details?**

**Salary**: $124,000 to $136,000 (total remuneration package, inclusive of superannuation and leave loading) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Surry Hills (Sydney) Office, with flexible working options a possibility (away from the office).

**Hours:** Full time (76 hours per fortnight) on a 2-year fixed term contract with the possibility of extension.

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 highly encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Matthew Vaughan, Director of HIV and Sexual Health via email at mvaughan@acon.org.au or (02) 9206 2000.

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* and
3. Your *Resume*.

**Applications Close: Sunday 14 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 of HIV & Sexual Health | Manager, Gay and Bi+ Men’s Sexual Health Programs | Mar 2024 |

**POSITION DESCRIPTION**

**Position Title:** Manager, Gay and Bi+ Men’s Sexual Health Programs

**Work Level:** Manager (Senior)

**Reports To:** Director HIV and Sexual Health

**Direct Reports:**  8 – 12 Staff (5 direct reports)

**Position Overview**

This position is an important leadership position within the NSW HIV sector. ACON is the largest and leading HIV and LGBTQ+ health organisation in NSW. The occupant of the position must have a well-developed understanding of HIV and Sexual Health, the populations ACON serves and the strategic context within which ACON operates.

More specifically, the position has direct management responsibility for a range of HIV and Sexual Health Programs targeting gay, bi and other men who has sex with men (GBMSM). Together with the Director of HIV & Sexual Health and other Managers in the HIV and Sexual Health Division, the Manager, Gay and Bi+ Men’s Sexual Health Programs has significant responsibilities achieving ACON’s strategic priorities. The position also works to secure and deliver on additional funding streams aligned with the sexual health of GBMSM.

A key piece of work for this role includes partnership management and representing ACON professionally and productively. This role requires ongoing relationship management with a range of stakeholders, including clinical, research and academic partners, government and other community organisations.

The *HIV & Sexual Health* Division aims to reduce HIV & STI transmissions by providing programs that strengthen GBMSM’s understanding of sexual health, focussing on HIV testing, prevention & support. The GBMSM sexual health team engages key populations of GBMSM including those who are living with HIV, who are Aboriginal or Torres Strait Islander, who are culturally and linguistically diverse and who live in regional & rural NSW. A priority for the GBMSM sexual health team is the further innovation in program delivery, in terms of state-wide peer education & community engagement work in NSW.

A major component of this role comprises the management of the a[TEST] sexual health screening services that ACON operates in conjunction with clinical partners and local health districts. a[TEST] has become a significant provider of HIV and STI testing in NSW and the management of a[TEST] requires data reporting, risk management, financial management, ensuring clinical governance procedures and management of documentational infrastructure. The manager supports staff to deliver professional training, advertising and service promotion, rostering and staff coordination, clinical operations, and other requirements.

The role should also lead ACON’s engagement with people living with HIV (PLHIV), including services / innovations aligning with the NSW HIV Strategy 2021-2025. This includes programs supporting those newly diagnosed with HIV or anyone living with HIV. A further component of this role is supporting peer workers around their delivery of M3THOD, a sexualised drug use service for GBMSM. This peer-led service is delivered in partnership with ACON’s AOD teams and other stakeholders.

**Main Activities**

* Provide leadership in the development and implementation of GBMSM health promotion and education programs and services aimed at delivering against relevant actions and priorities in the *NSW HIV Strategy 2021 – 202*5 and the *ACON Strategic Plan.*
* Build strategic partnerships with Local Health Districts and other partners in the NSW HIV response and ensure ACON’s work is informed by the HIV sector’s efforts and the Ministry of Health’s priorities in NSW.
* Deliver and report against key performance indicators in line with NSW Ministry of Health contract with ACON on a quarterly basis.
* Deliver against core priorities within the ACON Strategic Plan, Reconciliation Action Plan and Multicultural Engagement Plan as they relate to the HIV and Sexual Health Division’s work, ensuring mechanisms are in place to monitor progress and record outcomes.
* Manage, inspire, and motivate staff working to progress and evaluate high quality HIV & Sexual Health projects to continue to innovate and engage with community members, to drive down HIV transmission & address HIV stigma.
* Represent ACON at relevant forums, reference groups, inter-agencies, research and other committees that focus on GBMSM sexual health.

**Main Activities** (continued)

* Represent ACON at relevant forums, reference groups, inter-agencies, research and other committees that focus on GBMSM sexual health.
* Provide leadership, strategic thinking, and relationship management skills to support the delivery of ACON’s HIV and STI testing through ACON’s a[TEST] services.
* Lead and manage the development, implementation, evaluation, and monitoring of unit activities to achieve established goals and objectives in line with the ACON and unit business plans.
* Lead the development, implementation, and ongoing management of innovative peer-based programs with a focus on priority population of GBMSM.
* When required, deputise for the Director of HIV & Sexual Health as a member of the ACON Senior Leadership Team.
* Ensure direct reports are updated on Divisional issues, engaged in regular team communication and are supported to deliver on work priorities that align to strategic priorities.
* Manage all physical, financial & human resources of the GBMSM sexual health team in accordance with unit plans and budgets.
* Identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Regularly monitor and analyse data, identify risks and opportunities and provide recommendations to address issues in an appropriate and timely manner.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Assist in the creation of media statements, public messages, speeches and other community engagement activities.
* Ensure that the team complies with directives from ACON’s Senior Leadership Team, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* Perform other duties as requested by the Director of HIV and Sexual Health, Deputy CEO or CEO.

**Selection Criteria**

**Essential:**

1. Demonstrated experience in the development and planning of evidence-based HIV/STI health promotion and prevention programs (or similar public health experience), with a commitment to addressing health inequity.
2. A demonstrated ability to manage multiple projects and services (including clinical services) across multiple sites to achieve desired outcomes.
3. Exceptional leadership and strategic thinking skills, including demonstrated results in managing a range of programs within a team.
4. Experience in establishing and sustaining effective partnerships and collaborations across clinical, government and non-government sectors.
5. Demonstrated ability to effectively manage a large network of internal and external stakeholders across a range of program and project areas.
6. Superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
7. Superior project management expertise and experience in financial, human resource, administration and program management.
8. Experience in managing and developing staff across multiple project or program areas.
9. Strong planning and evaluation skills, including the capacity to analyse data and evaluate findings to create innovative responses to issues and to improve successful program design and delivery.

**Desirable:**

1. Professional qualifications in public health or a related field.
2. Current NSW driver’s license.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to 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.