

POSITION DESCRIPTION



Position Title: Manager, Policy Advocacy and Research
Work Level: Manager
Reports To: Director, Policy Strategy and Research
Direct Reports: A small specialist team (1- 4 employees)

Position Overview

This position is a key leadership role within ACON, contributing to ACON's policy and advocacy efforts across the NSW HIV sector and enhancing the profile of LGBTQ health. The *Manager, Policy Advocacy and Research* utilises a strong understanding of HIV and LGBTQ health and the strategic environment in which ACON operates to identify and advocate for public policy reform and assist the organisation to adjust its organisational strategy.

The position is responsible for developing and managing ACON's engagement with, and participation in, policy, research and grants development processes. The Manager facilitates an integrated approach to policy and research that builds ACON's evidence base to understand our communities' needs better, design effective programs and advocate for policy change to improve health outcomes. The role is responsible for developing and maintaining key strategic relationships with key government stakeholders and key decision-makers.

This position works closely with the *Manager, Strategy and Impact* to ensure that ACON's operations and external relationships are aligned. The position contributes to organisation-wide planning processes, determining strategic priorities for the Board and senior leaders and works to build organisational capability to design and deliver responses that make a positive impact for our communities.

Main Activities

The *Manager, Policy Advocacy and Research* leads a small team in developing and implementing high-impact policy, research, advocacy and grants development initiatives to achieve the goals and objectives of ACON's Impact Strategy, funding agreements and annual business plans, including the following:

- ✓ Lead and develop ACON's policy and advocacy strategies to respond to our communities' health and wellbeing needs and government and system reform.
- ✓ Leads ACON's engagement with government, agencies and key stakeholders to achieve ACON's impact strategies.
- ✓ Strengthen and maintain ACON's strategic relationships with key government, research, legal and community stakeholders to achieve ACON's impact strategies.
- ✓ Coordinate ACON's research engagement programs to strengthen key partnerships, build the evidence base to achieve our strategic impacts, and manage our research ethics review processes, including promoting and disseminating key research.
- ✓ Contribute to ACON's strategic and business planning, including the development and monitoring of annual plans aligned with ACON's impact strategies.
- ✓ Manage the development of key outcome indicators, impact measures and key performance metrics to monitor progress of achieving ACON's impact strategies.
- ✓ Provide high-level advice to the Board, Executive and Senior Leadership Team on emerging strategic issues and business opportunities to achieve ACON's impact strategies.
- ✓ Manage the division's resources per approved plans and budgets.
- ✓ Deputise for the *Director, Policy Strategy and Research* on the ACON Senior Leadership Team when needed.
- ✓ Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
- ✓ Champion the development and sustained implementation of work, health and safety initiatives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.

APPROVED: Director, Policy Strategy & Research	Manager, Policy Advocacy and Research	Sep 2025
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Main Activities (continued)

- ✓ Actively participate in, and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
- ✓ Administer, support, train and evaluate casual and volunteer workers, while ensuring they are properly onboarded and documented in accordance with relevant ACON policy & procedures.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria

Essential:

1. Demonstrated understanding of policy, advocacy, program design and delivery, and funding processes.
2. Ability to lead organisational change and capability development projects, preferably focused on performance, innovation, and continuous improvement.
3. Proven ability to create and sustain effective relationships and partnerships with internal and external stakeholders.
4. Exceptional communication and interpersonal skills, including advanced written and verbal communication, high-level presentation skills, and the ability to represent organisational and community interests.
5. Demonstrated ability to manage a team working across multiple projects and deliverables with competing deadlines.
6. Demonstrated ability to work both independently and collaboratively, with strong organisational skills and the capacity to manage competing priorities and meet deadlines in a dynamic environment.
7. Understanding of and commitment to ACON's 2025-2030 Impact Strategy and other key strategic and business plans.
8. Understanding of and commitment to ACON's communities, including all LGBTQ people and people living with HIV.

Desirable:

1. Tertiary qualifications at a postgraduate level.
2. Understanding / knowledge of current health issues regarding HIV and LGBTQ communities.
3. Understanding / knowledge of management and organisational learning issues.
4. Recommended vaccinations against illness that may adversely impact ACON's communities.