

Associate Director, Policy and Programs

Location: Sydney

Responsible to: CEO

Classification: Full Time – Fixed term Contract. *76 hours per fortnight, employed against the Social, Community, Home Care and Disability Industry award (2010). Salary package is an option for all employees*

Position Objectives:

1. Provide quality project and program management; including the development, implementation, evaluation and reporting activities and outcomes
2. Contribute to the development and implementation of effective peer support and policy activities that improve the health, well-being and other needs of people with and affected by HIV
3. Provide commentary on HIV-associated issues to increase the knowledge and capacity of PLHIV and the HIV service sector to meet the ongoing and emerging needs of PLHIV in NSW
4. Assist in the production of quality and timely: position, discussion and option papers; strategy development and formulation; and submissions to inquiries which demonstrates innovative thought
5. Represent PLHIV and provide policy advice developed through the use of research and other evidence, consultation with people with and affected by HIV
6. Contribute to the development, implementation and evaluation of quality people living with HIV (PLHIV) representation which supports the advancement of a variety of policy positions and campaigns across NSW
7. Represent Positive Life on relevant committees that align with the objectives of the agency

Key Performance Measures:

1. Timely and efficient management of the agencies administration, finances, quality improvement and volunteer programs
2. Funding and compliance reports and acquittals produced and submitted on time
3. Number of policy responses contributed to and evaluated
4. Number of peer support projects and social inclusion programs delivered and evaluated

Selection Criteria:

1. Demonstrated experience in the community or health sectors and or relevant tertiary qualifications
2. Knowledge of HIV communities and the needs of PLHIV, with a commitment to the empowerment and social inclusion for PLHIV
3. Demonstrated experience in undertaking quality policy research and analysis when developing, implementing and evaluating policies, projects and programs
4. Demonstrated experience and skills in writing and submitting funding and contract acquittals.
5. Proven ability to use initiative and work independently, whilst working consultatively with a diverse range of staff, stakeholders and communities, including government agencies and representative communities
6. Proven interpersonal skills and an ability to influence others, including network building and negotiation between community members and other stakeholders
7. Established verbal and written communication skills, as well as ability to relate to membership and stakeholders at all levels by displaying strong interpersonal skills
8. Proven skills in managing staff and projects, through the provision of supervision and related human resource practices

9. Demonstrated knowledge and experience of Occupational Health and Safety Legislation and regulations as they pertain to a community based organisation

Statement of Duties

Management

1. Manage the agency's administration, finance, and accreditation programs, under the direction of the CEO
2. Supervise, support and resource administration and finance staff, including regular supervision and performance appraisals with those staff who are direct reports
3. Develop, implement and review of staff work plans, including project plans, in line with the agency's strategic direction and contractual requirements
4. Conduct monthly administration meetings to ensure work planning, discussion of work place issues, team cohesion and facilitation of information flow within the office amongst all staff and the Board occur
5. Ensure that all policies and procedures are adhered to whilst undertaking or asking others to undertake duties
6. Establish and maintain professional relationships with all relevant stakeholders
7. Provide technical expertise as required on activities that fall within the position scope
8. Provide regular reports to the CEO which account for project deliverables and attend Board meetings as and when required
9. Liaise with other agencies and relevant government authorities and stakeholders in pursuant of Positive Life's programs and activities
10. Oversee management and acquittal of funding agreements and contractual obligations in a timely manner
11. Provide support to and represent Positive Life as delegated
12. Contribute to Positive Life's budget management, operational systems and contract performance, consistent with the positions delegation of authority, and in consultation with the Finance Officer

Policy

1. Write and provide input to a variety of policy development processes during the development of policy positions and discussion papers on matters of importance to PLHIV and those communities affected by HIV
2. On behalf of Positive Life and in collaboration with other agencies, research, prepare and draft submissions in response to inquiries and requests from governments
3. Undertake basic research and prepare literature reviews on agreed policy priorities as directed
4. Facilitate and support engagement, consultation and partnership with other agencies across the BBV / STI and health sectors
5. Represent Positive Life on external committees to ensure that the agency influences debate and discussion around HIV and related social and health issues
6. Partner with relevant stakeholders on strategic HIV and health priorities. Develop and implement processes for stakeholder engagement and consultation aimed at analysing and drafting policy advice
7. Assert and re-iterate the agency's policy positions to PLHIV and the HIV sector
8. Participate in communication and representation of the agency's positions through media and advocacy

Peer Support Programs and Communications

1. Ensure PLHIV are actively engaged, participate in and contribute to all communications via community discussions groups and forums; focus groups; and community surveys

2. Provide advice during the implementation and evaluation of a range of community development and health promotion activities that acknowledges and responds to the range of PLHIV health needs. These activities may involve one-to-one, group engagements and presentations; as well as the development of written materials and training
3. Develop and evaluate activities aimed at increasing PLHIV health literacy and numeracy and to facilitate their participation in healthy decision making
4. Provide information, education and support to and for PLHIV and those affected by HIV, with a specific focus on people living with undiagnosed HIV or people with acute infection (seroconverting)
5. Review the PLHIV and HIV / health sector information requirements; based on PLHIV engagement and consultation findings and program evaluation, and in consideration of available resources, aimed at improving health outcomes and addressing other service support needs
6. Represent Positive Life on a range of external committees in a variety of sectors and ensure that the agency is able to influence debate and discussion around HIV and affected communities; and participate in communication and representation of Positive Life positions through media and events
7. Coordinate the delivery of information session and community education forums for community agencies and health service providers aimed at increasing levels of information and knowledge
8. In collaboration with the CEO and other communications staff, develop and implement the agencies communications activities
9. Work cooperatively as part of the organisational team including participating in team meetings, one-to-one supervision, development of individual, team and organisational plans and performance review and relevant day to day office duties
10. Partner with the Treatments Officer, Communications Officer and Program Administrator to effectively maintain engagement and communication with PLHIV throughout NSW
11. Maintain a data recording system, in collaboration with the team and provide the CEO and Board with reports and briefings
12. Work collaboratively with other agencies to participate in joint agency programs and projects where required
13. Undertake other activities as directed by the CEO

Administration

1. Maintain professional education and standards, ensuring professional development remains a priority, by attending agreed and approved training and conferences
2. Work cooperatively with other staff, volunteers and Board members
3. Participate in all human resource activities including (but not limited to) training and performance appraisals
4. Oversee the agency's work health and safety compliance provisions under the NSW Work Health and Safety Act 2011 (Duties of Workers)
5. Support and maintain privacy and confidentiality provisions, especially in relation to Positive Life business and client information
6. Participate in regular supervision with the CEO which includes work planning, debriefing and critical incidents
7. Coordinate the agencies in Quality Improvement and accreditation activities to promote continuous improvement throughout peer support projects and service delivery
8. Be familiar with and operate according to Positive Life vision, mission, objectives, policies and procedures
9. Ensure all Positive Life documentation and client records are kept secure
10. Attend staff meetings, staff training and other meetings as required