

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 and Sexual Health Division aims to reduce HIV and STI transmissions by providing programs that strengthen GBMSM’s understanding of sexual health, focussing on HIV testing, prevention and 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 and rural NSW. A priority for the GBMSM sexual health team is the further innovation in program delivery, in terms of state-wide peer education and 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 and 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 – 2025* 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.

APPROVED: Director of HIV & Sexual Health	Manager, Gay and Bi+ Men’s Sexual Health Programs	Mar 2024
---	---	----------

POSITION DESCRIPTION



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 and 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 and 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.

APPROVED: Director of HIV & Sexual Health	Manager, Gay and Bi+ Men's Sexual Health Programs	Mar 2024
---	---	----------