

POSITION DESCRIPTION



Position Title: Policy and Research Officer

Work Level: Professional

Reports To: Manager, Policy, Strategy and Research

Direct Reports: Project Casuals and Volunteers (community members)

Position Overview

This position leads the production of high quality, and timely policy papers, submissions to inquiries, research and discussion papers on people living with HIV, groups at risk of HIV transmission, and the health needs of people of diverse sexualities and genders. The role also supports the development and maintenance of key strategic relationships with external stakeholders.

The *Policy and Research Officer* develops and coordinates ACON's engagement with, and participation in, research. They facilitate an integrated approach to research that enhances ACON's evidence-based methods of program & service delivery and advocacy.

As Secretariat of the ACON Research Ethics Review Committee, the position is responsible for coordinating Committee meetings, taking minutes, correspondence with applicants, and promoting approved studies.

This position supports the Policy, Strategy and Research Division with the production of small to medium events such as research forums and policy launches, and assists in planning for larger organisational events such as conferences.

About the Policy, Strategy and Research Team

The Policy, Strategy and Research Division is a small but vital part of the ACON family, committed to ending HIV and improving the health of our communities through evidence-based approaches, advocacy, strategic initiatives, and diversifying our funding. Collaboration is at the heart of what we do, and we work closely with every part of ACON to address health inequalities and disparities faced by our communities.

Main Activities

This position develops and implements policy and research activities to achieve established goals and objectives in line with ACON's Strategic Plan, Reconciliation Action Plan, Multicultural Engagement Plan, The Blueprint to Improve the Health and Wellbeing of Trans People in NSW, and annual business plans, including the following:

- ✓ Develop policy discussion papers and prepare submissions on health-related issues of importance to people of diverse sexualities and genders and people living with, or affected by, HIV; often in collaboration with internal and external stakeholders.
- ✓ Support the implementation of proactive advocacy campaigns to further ACON's objectives in relation to the health of people living with and at risk of HIV; and LGBTQ+ people.
- ✓ Coordinate all activities of the ACON's Research Ethics Review Committee, including minutes of meetings, correspondence, and dissemination and promotion of approved studies.
- ✓ Manage the coordination of key research surveys in partnership with research centres, including but not limited to the Sydney GBQ+ Community Periodic Survey and the SWASH Survey.
- ✓ Coordinate and enhance ACON's research partnerships, including the development of MOUs, organising Communities of Practice, promoting internal and external workshops on new research reports and data in conjunction with relevant researchers.
- ✓ Coordinate research and policy related events for stakeholders and community members, and participate in planning and delivery of organisational events such as staff development events and conferences.
- ✓ 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 your supervisor (or designate).

APPROVED: Director, Policy, Strategy and Research	Policy and Research Officer	Aug 2024
---------------------------------------------------	-----------------------------	----------

POSITION DESCRIPTION



Selection Criteria

Essential:

1. Demonstrated experience in undertaking high quality policy research and analysis.
2. Understanding of the workings of government: Commonwealth, State and Local, and of the health sector.
3. Ability to engage in advocacy planning and implementation to effect change.
4. Demonstrated knowledge of research processes, including data collection, research and evaluation methodologies, ethics processes, writing reports and other papers.
5. Demonstrated capacity to coordinate ACON research activities, including relationship building, the identification of research opportunities and promoting research studies.
6. Demonstrated ability to manage small to medium projects involving multiple stakeholder groups.
7. Strong communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
8. Ability to work independently and as part of a team to organise, administer, prioritise and meet the deadlines of multiple simultaneously occurring projects.
9. Understanding of and commitment to ACON's communities, particularly the priority populations of the NSW HIV Strategy 2021-2025, and all people of diverse sexualities and genders.

Desirable:

1. Tertiary qualifications related to policy or research.
2. Understanding/knowledge of current health issues regarding HIV and people of diverse sexualities and genders.
3. Driver's licence.

APPROVED: Director, Policy, Strategy and Research	Policy and Research Officer	Aug 2024
---------------------------------------------------	-----------------------------	----------