

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion and HIV responses for people of diverse sexualities and genders.



Community Health Promotion Officer, Trans and Gender Diverse Health Equity

We're seeking a committed and experienced Community Health Promotion Officer to join our vibrant and innovative Trans and Gender Diverse Health Equity team, the team who brought you TransHub and who are advancing the recommendations from ACON's *Blueprint to Improve the Health and Wellbeing of the Trans and Gender Diverse Community in NSW*.

This position is a 2 day per week role on a 12-month contract.

Join us and you'll:

- Become an integral part in developing a new suicide prevention and trans empowerment program
- Be actively working towards improving the health and wellbeing of trans people of all genders in NSW
- Have the opportunity to practice in a truly values-led organisation and deliver vital services to our communities
- Have access to professional and peer development, and plenty of opportunities to learn and grow
- Have an interesting and challenging job role and be part of a supportive work environment.

ACON is here to help our communities take control of their health so they can look after themselves as well as their partners, family and friends.

For further information regarding this position, please text or email **Teddy Cook, Manager, Trans and Gender Diverse Health Equity** on 0419 848 417 or TCook@acon.org.au

Applications close 5pm Sunday 15 November 2020

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, trans people with HIV, Sistergirls, Brotherboys and Aboriginal and Torres Strait Islander trans people are strongly encouraged to apply.

Working at ACON

ACON provides a colourful, nurturing and fun workplace. Our staff and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above and beyond the National Employment Standards (NES):

- A 35-hour working week pro rata (38 hours per week under NES);
- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
 - An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
 - 12 days of paid personal leave per year (10 days under NES);
 - 14 weeks paid parental leave in addition to the government arrangement;
 - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),
 - Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees
- Severance pay in excess of the NES, in the case of redundancy.

How do I apply?

You must email us three documents in MS-Word or PDF format at vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

2) Your Cover Letter outlining your Claim against the Selection Criteria

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Address all of the Selection Criteria as outlined in the following position description.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, address each criterion separately in point form. 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.

3) Your Resume

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**
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. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.

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 from our HR Team acknowledging that we have received your documents.

2) Shortlisting

A selection panel of 2-4 qualified persons will review all the applicants 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 chairperson of the selection panel 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 chairperson 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 capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks 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 HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR 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 1-2 business days acknowledging receipt of your application. Your application will then be reviewed, and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don't get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however, this may vary depending on the number of applicants.

Position Description

Position Title: Community Health Promotion Officer, Trans and Gender Diverse Health Equity

Work Level: Operational

Reports to:

Manager, Trans and Gender Diverse Health Equity

Position Overview

This role will support the implementation of recommendations from ACON's *Blueprint to Improve the Health and Wellbeing of the Trans and Gender Diverse Community in NSW*.

Main Activities

- Support the content creation and maintenance of TransHub, as applicable and directed.
- Support the development and implementation of funded Trans Health Equity projects.
- Develop and strengthen stakeholder relationships and partnerships, including referral pathways, services providers and community leaders.
- Cooperate with ACON staff and community stakeholders in developing, accessing and modifying program outputs to meet the needs of trans populations.
- Maintain appropriate and timely statistics, administrative records and written reports.
- 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).

Selection Criteria:

Essential:

1. Demonstrated understanding of the gender affirming, general health, support and information needs of NSW trans and gender diverse communities.
2. Highly developed written skills with the ability to develop health project proposals and peer education/adult education facilitation manuals.
3. Proven experience in group facilitation and/or public speaking.

4. Highly developed oral, organisational, and interpersonal skills, with demonstrated experience in community engagement.
5. Highly developed digital skills, with demonstrated experience in using content management systems, online engagement and/or social media management.
6. Demonstrated ability to network with a range of stakeholders, including health professionals, researchers, volunteers, community leaders, management and other relevant organisations.

Desirable

1. A current NSW driver's licence.
2. Relevant qualification or experience in health promotion and/or community development or associated fields and/or demonstrated depth of successful experience in working with trans and gender diverse people and communities.
3. Experience in adult education.
4. Experience working on website design platforms.