



POSITION DESCRIPTION

POSITION TITLE:	Senior Policy Analyst
PROGRAM:	Health Promotion and Community Engagement
STATUS:	Part Time (30.4hrs per week/0.8FTE), Ongoing
REPORTING TO:	Deputy Director, Health Promotion and Community Engagement
LOCATION:	200 Hoddle Street, Abbotsford VIC 3067
CLASSIFICATION:	Thorne Harbour Health Enterprise Agreement 2026 - Contract

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health (THH) is a community-controlled health organisation governed by our members and accountable to the *communities we serve*.

THH began as the Victorian AIDS Action Committee in July 1983 and for over 40 years, the organisation has led the Victorian community's response to HIV and AIDS. Thorne Harbour Health is now responding to a broader range of issues and began operations in South Australia in 2015. Thorne Harbour Health aims to improve the health, social and emotional wellbeing of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

A world where our communities are healthy and live safely, with dignity and wellbeing.

Our Mission

To deliver community-led and culturally appropriate health and wellbeing programs informed by and responsive to our communities, always advocating to reduce stigma and discrimination.

The Communities We Serve

When we talk about 'the communities we serve', language matters. We use words in ways that acknowledge and demonstrate respect for the way we describe our bodies, genders, and relationships. The terminology our communities use is complex and evolving, and identities can shift and change over the course of a person's life. We now use the LGBTIQ+ acronym as a collective term, but not all see it as inclusive enough. At Thorne Harbour Health, the communities we serve are made up of unique people with diverse backgrounds and experiences who identify as lesbian, gay, bisexual, people with innate variations of sex characteristics, trans and gender diverse, non-binary, intersex, queer, other sexualities, gender bodily diverse people, and all people living with HIV.

HIV continues to be important to us because it's where we began and will always be part of our communities' experience. While we remain committed to using and advocating for inclusive language and will endeavour to always describe people in the way they describe themselves, for the purpose of communication and accessibility of this strategic plan, we will use the term 'our communities' when referring to the diverse communities we serve.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Health Promotion and Community Engagement Program (HPCE) delivers a range of preventative and health promotion strategies targeting LGBTIQ+ communities and people living with HIV. The framework of THH's education work is a combination of adult and peer education, health promotion, social marketing, community development, and cultural intervention. The Senior Policy Analyst is focussed on progressing policy around issues specifically related to the health and wellbeing of LGBTIQ+ communities and people living with HIV.

3. POSITION ROLE AND RESPONSIBILITIES

The Senior Policy Analyst is Thorne Harbour Health's lead specialist for government engagement, policy development, law reform and advocacy on LGBTIQ+ health and human rights, HIV and sexual health. Working across Victoria, South Australia and on national issues, the role provides high-level strategic advice to the CEO and senior leadership, leads major submissions and policy projects, and helps shape the organisation's responses to emerging policy, legislative and political developments. The Senior Policy Analyst builds and maintains strong relationships with government, community, research and peak-body stakeholders, and integrates evidence, community experience and program insights into clear, influential policy positions.

Under the direction of the Director, Deputy Director, Health Promotion and Community Engagement, and the CEO, the Senior Policy Analyst will:

Government and stakeholder engagement

- **Engage decision makers** - Build and maintain effective relationships with ministers, Members of Parliament, political advisers and government departments in Victoria, South Australia and nationally.
- **Collaborate with sector partners** - Work with HIV, LGBTIQ+ and social services organisations, research institutes and peak bodies to progress shared policy and advocacy priorities.
- **Represent Thorne Harbour Health** - Represent the organisation on external working groups, advisory groups and committees, as negotiated with the CEO and Deputy Director.

Policy development, analysis and advocacy

- **Advance strategic policy priorities** - Lead policy and advocacy initiatives that progress Thorne Harbour Health's strategic plan and priority issues across Victoria, South Australia and nationally.
- **Monitor and analyse legislation and policy** - Monitor, interpret and analyse relevant legislation, inquiries, strategies and government programs, and recommend organisational responses.
- **Provide high-level policy advice** - Provide timely, evidence-informed advice to the CEO and senior leadership on emerging policy, legislative, political and sector developments.

- **Develop policy products** - Prepare high-quality briefs, submissions, position statements, budget submissions and related documents on HIV, sexual health and LGBTIQ+ health and human rights.
- **Use evidence and community insight** - Source and synthesise research, data, program findings and community input to inform organisational policy positions and advocacy.
- **Engage communities on policy issues** - Plan and deliver forums and other activities with THH's communities and partner organisations.

Other activities

- Undertake other duties as directed by the Director and Deputy Director, Health Promotion and Community Engagement, and the CEO, consistent with the scope and classification of the position.

4. KEY SELECTION CRITERIA

Qualifications

- Post-graduate qualifications in Law, Public Policy, Public Health, Social Sciences or another appropriate discipline, **OR** equivalent work experience.

Skills and experience

- **Influencing and stakeholder engagement** - Proven ability to influence policy and program outcomes through effective engagement with government departments, ministers' and political offices, community organisations, peak bodies and research institutes, in Victoria, South Australia and at the national level.
- **Policy expertise in relevant domains** - Demonstrated experience in policy analysis and development in a health, social policy and/or human rights context, with sound understanding of (or the ability to quickly acquire knowledge of) HIV, STIs and other blood-borne viruses, and the health and wellbeing of LGBTIQ+ communities.
- **Community-controlled and advocacy contexts** - Understanding of the role of community-controlled and other community organisations in responses to HIV and LGBTIQ+ issues, and experience working within or alongside such organisations on policy, advocacy or program issues.
- **Policy writing and analysis** - Demonstrated ability to produce high-quality policy products – such as briefs, submissions, position statements and budget submissions – that clearly analyse issues and provide evidence-informed recommendations for government, peak bodies or comparable audiences.
- **Communication and relationship skills** - Highly developed written and verbal communication and interpersonal skills, including the ability to translate complex evidence and policy issues for diverse audiences (community, government and sector partners) and to build constructive, long-term relationships.
- **Project and time management** - Strong organisational and project management skills, including the ability to lead multiple concurrent pieces of work, manage competing priorities and work independently with limited supervision.

Desirable

- Knowledge of Victorian, South Australian and national policy and legal frameworks relevant to HIV, LGBTIQ+ health, human rights and anti-discrimination.
- Experience with engaging and managing skilled volunteers.
- Lived experience as part of LGBTIQ+ communities and/or as a person living with HIV is valued.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the Thorne Harbour Health Enterprise Agreement 2026.
- Salary packaging is available at Thorne Harbour Health. It is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the Thorne Harbour Health Enterprise Agreement 2026.
- The position is for 30.4 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Candidates must have full working rights in Australia and may be required to provide proof of this eligibility.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high-quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Victoria) (Duties of Employees) or Section 28 of the *Work Health and Safety Act 2012* (South Australia) (Duties of Workers).

8. APPLICATION PROCESS

Applicants are required to submit a cover letter addressing the selection criteria, a current resume, and the names and contact details of two professional referees via the job listing in Employment Hero

For further enquiries, contact Caleb Hawk - Deputy Director, Health Promotion and Community Engagement on 0419 213 542 or via email - caleb.hawk@thorneharbour.org

Applications close on Sunday 15 November 2026

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.