



Dear Enquirer

Thank you for your interest in working at Hepatitis NSW, in the position of:

Communications Project Officer – project management

35 hours per week (full time)

Ongoing position

Your written job application must:

- **Include a cover letter that addresses each of the selection criteria** (see page 5). If you do not demonstrate how you meet each of the criteria your application will not be considered.
- A copy of your CV
- Two referees, one being your current or a recent employer.

Applications close Tuesday 11 June 2019 (5pm)

Please send your application marked "*Confidential*" to:

Joan Gennery

Hepatitis NSW

PO Box 432

DARLINGHURST NSW 1300

OR by email to: jgennery@hep.org.au

Shortlisted applicants will be contacted by phone, and in writing shortly after the closing date. If you have not heard from us by the interview date, then your application has not been successful.

Interviews will be held on Friday 14 June 2019

The successful applicant is required to undergo a criminal record check.

You may also wish to read these documents:

- Hepatitis NSW Annual report
www.hep.org.au/wp-content/uploads/2018/11/Services_annualreport2018.pdf
- Strategic plan 2015-19
www.hep.org.au/wp-content/uploads/2017/09/OrgDoc-HNSW_StrategicPlan2015-19.pdf

We look forward to receiving your application by **Tuesday 11 June 2019 (5pm)**

With best wishes,

A handwritten signature in black ink, appearing to read "M. McMahon", positioned above a horizontal dotted line.

Maria McMahon
Deputy Chief Executive Officer



Communications Project Officer - project management Hepatitis NSW

Full-time, 35 hours per week

Salary \$72,952 (including superannuation and annual leave loading)

Full salary packaging available

At Hepatitis NSW, we are more than community health educators, support workers, advocates and resource developers. We are a globally-respected team committed to eliminating viral hepatitis in NSW. We have responsibility for coordinating an annual health promotion campaign running across NSW. We're looking for a Communications Project Officer – is that you?

Working from our office in Surry Hills, you will:

- support the coordination, implementation and evaluation of a \$200k NSW state-wide annual health promotion campaign
- coordinate and support an Advisory Committee
- liaise with key consultants (research, creative, media buy and evaluation)
- embrace innovation – including digital marketing, video and storytelling.

You will shepherd key relationships and communication with project stakeholders, including NSW Ministry of Health, NUAA and Local Health Districts. You'll be a confident team-player and have relevant qualifications or demonstrated experience in project management, preferably in media and communications. You will also have highly developed organisational abilities, verbal/written communication skills and attention to detail.

You will need to have/develop an understanding of the medical and **social implications of hepatitis C** and a commitment to **harm reduction as it relates to injecting drug use** and viral hepatitis. You will also need to have/develop an understanding of and familiarity with the culture and values of Aboriginal communities and of culturally and linguistically diverse communities.

We offer an inclusive culture, great learning and development opportunities, and benefits such as salary sacrifice, extra paid leave around New Year, an Employee Assistance Program and Education Leave.

Closing date: **Tuesday 11 June 2019 (5pm)**

Interviews: **Friday 14 June 2019**

A job pack containing full job description, selection criteria and terms and conditions of employment must be obtained before applying. For a job pack please visit www.hep.org.au/about-us/employment-consultancies/ or telephone 02 9332 1853. Our offices are in Surry Hills, Sydney, co-located with like-minded organisations and are wheelchair-accessible.



Job Description

Communications Project Officer - project management - Full time (35 hours/week)

Summary of the position

Communications Project Officer (PO-C)

Hepatitis NSW (HNSW) has responsibility for the development, coordination, roll-out and evaluation of the annual NSW state wide Hepatitis C Communications Strategy (the campaign) in partnership with a range of stakeholders.

The PO-C reports to the Information and Communications Manager and has primary responsibility for the following areas:

- support the coordination, implementation and evaluation of a \$200k NSW state-wide annual health promotion campaign
- coordinate and support an Advisory Committee
- liaise with key consultants (research, creative, media buy and evaluation)
- embrace innovation – including digital marketing, video and storytelling.

The PO-C also assists in the day-to-day operations of Hepatitis NSW, participating cooperatively within the staff teams. The PO-C will **encourage effective community involvement** in relevant areas of our operations.

This position has a commitment to the ideal of **equal opportunity in employment** as set out in **Personnel Policy and Procedures, Staff Recruitment and Induction**, and to the ideal of **Confidentiality** as set out in signed staff **Contracts** as well as **Administration Policy and Procedures, Privacy Policy** and **Continuous Quality Improvement**.

1. Key responsibility areas

NSW Hepatitis C Communications Strategy (Hepatitis NSW component)

- Support the coordination, implementation, evaluation and ongoing development of the campaign.
- Provide ongoing leadership and secretariat support of the campaign Advisory Committee.
- Foster innovation within ongoing campaign planning – including increased use of digital marketing, video and storytelling.
- Oversee maintenance and development of the campaign websites.
- Develop and maintain effective relationships with key partners including the NSW Ministry of Health, NUAA, creative team, media advertising buyers, Local Health Districts, Primary Health Networks, and within other health-related networks.

- Build engagement with stakeholders – particularly from priority populations including people who inject drugs – so that the campaign is well placed to help meet relevant goals of our Strategic Plan and the NSW Hepatitis C Strategy.
- Build engagement with stakeholders so that the campaign helps ensure Hepatitis NSW remains a strong, representative and relevant organisation.

Media

- Liaise with media advertising buyers and relevant stakeholders and direct the placement and distribution of campaign advertising and resources.
- Assist in the development and implementation of HNSW's media engagement work.
- Assist in the management of HNSW's presence on social media.
- Support the development of strategies to increase HNSW's social media reach and presence.
- Develop and maintain effective relationships with key media contacts, including Local Health Districts, Primary Health Networks, and within health related networks.

2. Other responsibility areas

Professional Role

- Represent HNSW and those affected by viral hepatitis on relevant committees and steering groups.
- Plan, deliver and present papers or workshops at relevant conferences and professional development forums.
- Actively contribute to the development and maintenance of internal policies and procedures to ensure the continued quality improvement of HNSW.
- Play a supporting role in the ongoing development, management, distribution and evaluation of resources and projects provided by Hepatitis NSW.
- Contribute to the development of resources and programs related to viral hepatitis by other organisations in the field.
- Facilitate the involvement of people living with or affected by viral hepatitis, particularly from priority populations, in the development and delivery of hepatitis-related services and information resources.

General

- Maintain at all times the confidentiality of information about members, clients, volunteers and other personnel.
- Carry out administrative duties to support the role.
- Promote HNSW's services to external agencies and individuals.
- Actively participate in and contribute to an ongoing process of supervision, managers' meetings, business planning meetings, team meetings, general staff meetings, quality improvement and professional development meetings.
- Other duties as may be determined by the Information and Communication Manager, the Deputy CEO or CEO.

Professional development

- Maintain a current knowledge and awareness of issues relating to viral hepatitis by participating in education workshops, courses or conferences and other self-directed learning activities as appropriate.

3. Significant Relationships

Internal

- Reports to the Information and Communications Manager.
- Collaborates closely with the Project Officer Communications and Media (PO-CM).
- Collaborates closely with the Project Officer Branding & Resources (PO-BR).
- Liaises appropriately with the CEO, Deputy CEO, Managers, other staff, and Board of Governance members.

External

- NSW Ministry of Health and LHDs.
- NUAA (NSW Users and AIDS Association)
- Media agencies including research, creative, media buy, print, broadcast and social media networks.
- People affected by viral hepatitis, particularly priority populations.
- People and agencies whose work influences the care, support and treatment of people living with chronic viral hepatitis, and whose work influences its prevention.
- Hepatitis NSW members.

4. Selection criteria

1. Relevant qualifications or demonstrated experience in project management, preferably in media and communications.
2. Demonstrated excellent visual, written and verbal communications skills, and an ability to communicate effectively with a wide range of audiences.
3. Proven ability to build effective stakeholder relationships including demonstrated networking, negotiation and interpersonal skills and ability to manage project working groups.
4. Demonstrated skills in the Microsoft Office/Outlook suite.
5. Demonstrated skills or capacity to develop skills in WordPress, InDesign, Illustrator, Photoshop and Acrobat.
6. Ability to work effectively both independently and as part of a team.
7. Ability to develop an understanding of the medical and social implications of viral hepatitis as well as a commitment to and understanding of the principles and applications of harm reduction as they relate to injecting drug use and viral hepatitis.
8. Ability to develop an understanding of and familiarity with the culture and values of Aboriginal communities and of culturally and linguistically diverse communities in NSW.
9. Demonstrated understanding of principles of access, equity, social justice, and participation, especially regarding delivery of healthcare and welfare services.

5. Salary and Conditions

Summary terms and conditions of employment

Introduction

This is an outline of the general terms and conditions relating to the position. The terms and conditions are linked to the Social, Community, Homecare and Disability Services Award 2010.

Place of work:

The offices of Hepatitis NSW: Level 4,414 Elizabeth Street, Surry Hills NSW 2010

POST: Communications Project Officer project management

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The offices of Hepatitis NSW: Level 4, 414 Elizabeth Street, Surry Hills NSW 2010

Hours

Full time: 35 hours over 5 days per week (to be agreed).

Salary

The full time equivalent (FTE) annual salary is within the range from \$65,811 (Year 1 base) to a maximum of \$72,982 pa base salary at Year 4 of service with Hepatitis NSW. The salary is paid fortnightly, plus the standard statutory superannuation employer's contribution of 9.5% plus annual leave loading. This equates to an annual total salary package of \$72,951 for Year 1. Full salary packaging is available following successful completion of the probationary period.

Probationary period

This position is subject to a three-month probationary period. However, in certain circumstances this may be extended by a further three months at the discretion of the Chief Executive Officer, to a maximum of nine months. At the satisfactory completion of the probationary period, following an appraisal meeting, confirmation of ongoing employment will be made.

Annual leave

FTE: 20 days' annual leave, accruing at the rate of 5 days per three-month period Annual leave is exclusive of public holidays.

Sick leave

10 days paid sick leave per year

Other leave

Three days' special leave between Christmas and New Year, maternity leave, short training leave and long service leave are all available on a paid basis, subject to award terms and conditions and HNSW policies and procedures.

Overtime

Overtime is not paid. Instead, time in lieu of overtime on a one-for-one basis should be taken at a time agreed by the employee and HNSW.

Meeting attendance

Employees will be expected to attend particular work related meetings and conferences. Some of these will be during the evenings and at weekends. Time in lieu of overtime will apply as noted above.

Guide for Job Applicants

Equal opportunities statement

Hepatitis NSW is committed to the ideal of equal opportunity in employment and will not discriminate against applicants or employees on the grounds of race, gender, physical or intellectual impairment, sexuality, marital status, religious belief, political conviction, viral hepatitis or other health status or on any other ground that is not relevant in determining the best applicant for any position. People with viral hepatitis are encouraged to apply, as are people from Aboriginal and Torres Strait Islander backgrounds.

Procedure

A job application pack containing the job description is sent to people who enquire about the position, by email or post. Positions are generally advertised for a period of two to three weeks. Within this time and by the advertised closing date, applicants should return a **written application containing a cover letter or statement which must address the essential and desirable criteria, and include their CV and details of two referees**. If these criteria are not addressed the application will not be considered.

Appointments to Hepatitis NSW (HNSW) are made on the basis of merit. This means that in every case, the applicant judged to be most capable of carrying out the relevant duties will be appointed.

The Selection Process

The advertisement and job description provide the basis for the selection process, as these specify the qualifications, skills, knowledge and experience required for the position.

During the selection process none of the essential criteria can be overlooked, and no new criteria can be introduced.

Selection is normally carried out by a committee of at least three people and will generally include:

- one person from the section where the vacancy exists
- at least one person familiar with the work to be done
- at least one person from another organisation
- both women and men

The committee is responsible for choosing the applicant who best satisfies the specifications outlined in the job description. If no applicant meets the selection criteria's essential requirements the position may be re-advertised.

There are two stages involved in assessing applicants for a position:

- the selection of candidates for interview based on the initial written applications
- interviewing of selected applicants

The Written Application

Written applications are assessed against the essential requirements of the selection criteria. Those applicants who fail to demonstrate they meet all essential criteria will not be considered further. If a large number of applicants meet all essential criteria, the committee will select

candidates for interview by assessing each candidate's relative strengths, using the information contained in the written applications, and against the stated desirable criteria.

As the written application forms the basis for the committee's decision making process, it is very important you prepare it carefully. If you have any queries, please contact the person named in the job application pack for further information before completing and sending your application.

In addition to paid work experience, if relevant to the selection criteria, the following information should be included in the written application:

- skills and experience gained through voluntary work experience
- skills and experience gained through life experience or 'non-working' activities

Applications should be forwarded to the nominated postal or email address by the advertised closing date. The committee can accept late applications if the applicant requests so before the closing date and the committee then accepts the applicant's request.

To assist you in seeking employment we would like you to incorporate the following in preparing your application:

- When asked for a demonstrated ability you need to give examples that prove you have the relevant ability or knowledge.
- When asked for highly developed communication skills, you must provide examples and proof that you have these skills. Describe the experience or things you have done to demonstrate you have these skills, for example describing your experience in dealing with people, details of reports and education programs you have written and examples of problems you have solved using communication skills.
- When asked to demonstrate capacity, you do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing this part of the job. Describe things you have done which prove you can do this kind of work.

References

A minimum of two referees should be provided along with the job application, one of whom should be, if possible, the current or most recent employer. Reference checks will be made following the interview process and will usually be followed up only for the successful candidate, or as part of the process of making the selection should the candidates perform equally well during the interview. The checks will be carried out prior to a job offer being made.

The Interview

Applicants invited for an interview may like to ask what material, if any, should be brought to the interview. Generally, candidates could bring evidence of qualifications and samples of work done, if relevant to the essential criteria. Candidates may be asked to undertake a test or task in order to demonstrate areas of skill required in the position.

Applicants should prepare for the interview by familiarising themselves with the work of Hepatitis NSW, particularly with the work done by the section in which the position is found.

Further information may be found on our website at www.hep.org.au.

You may wish to read these documents:

- 2017 Annual report - https://www.hep.org.au/wp-content/uploads/2017/10/ServicesAnnualreport2016_17.pdf
- Strategic plan 2015-19 - https://www.hep.org.au/wp-content/uploads/2015/11/HNSW_StrategicPlan2015-19.pdf

Although interview questions generally relate to the relevant job description, it is advisable to be prepared to give reasons for being interested in the position.

Applicants will be given an opportunity to ask questions about the position. Such questions offer candidates an opportunity to demonstrate interest in and understanding of the position and its duties. It is the applicant's responsibility to convince the committee that they are the best person for the job.

Notification

Usually there will be only one interview. Applicants may be asked back for second interviews and will usually be notified by telephone if this is the case.

The successful applicant will be notified by phone and by email, and should give their reply in writing as soon as possible. Unsuccessful interviewed applicants will be notified in writing within two weeks of their interview.

If you have not heard from us by the interview date, then your application has not been successful.

Eligibility List

Where the panel finds an applicant (or applicants) to be suitable, an offer may be made to keep that applicant on an eligibility list for a period of six months from the date of interview. If the person appointed to the position is not able to continue in the post within that six-month period, Hepatitis NSW may be able to offer the position to a suitable applicant without the need for a further application or interview.

National Criminal Records check

We are required by our funder, NSW Health, to carry out a national criminal record check for all new employees, casual staff, and volunteers on our Board of Governance or with direct client contact. This is a confidential process which will be carried out before an offer of employment is made to a preferred applicant. To enable this to occur, applicants must provide proof of identity and sign a consent form.