



Dear Enquirer

Thank you for your interest in Hepatitis NSW and for your interest in the position of:

Project Officer - Hepatitis B Community Education (Mandarin-Speaking)

Communications Project Officer
21 hours per week (3 days)
Fixed term until 30th June, 2021

Your written job application should include:

- **A letter or statement addressing each of the selection criteria.** 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 most recent employer.

Applications close 5pm, Wednesday 9th September, 2020.

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

**Laila Nawsheen
Hepatitis NSW
PO Box 432
DARLINGHURST NSW 1300**

OR by email to: admin@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 **Wednesday 16th September, 2020** online via Zoom

The successful applicant will be asked to consent to undergo a criminal record check, as required by our funding body, NSW Health.

You may also wish to read these documents :

- Hepatitis NSW Annual report
https://www.hep.org.au/wp-content/uploads/2019/11/AnnualReport2019_forweb.pdf
- Strategic plan 2020-2024
https://issuu.com/hepatitisnsw/docs/hnsw_strategicplan

We look forward to receiving your application by **5pm Wednesday 9th September, 2020**

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



Hepatitis NSW is a not-for-profit started by the hepatitis community and funded by The Ministry of Health. We support, inform and educate people with hepatitis and the hepatitis workforce. We're working towards a world free from hepatitis. Get involved at www.hep.org.au

Project Officer – Hepatitis B Community Education
Bilingual - English and Mandarin-Speaking (ref: PO - HBVCE)
Part time, 21 hours per week (0.6 FTE / 3 days per week)
Fixed term contract until 30th June, 2021
\$44,860 (Per annum including superannuation and annual leave loading)
Full salary packaging available

We are seeking a highly motivated person to join our Education & Community Support team. Reporting to the Programs Manager, you will be responsible for the planning, delivery and evaluation of Hepatitis NSW's Hepatitis B Community Health Promotion Programs.

Your demonstrated experience includes:

- Client focused service provision
- Program planning, implementation and evaluation
- Delivery of health information to a variety of audiences
- Ability to establish and maintain positive partner relationships
- An understanding of access and equity issues in the provision of health care
- An understanding of quality assurance and governance frameworks

You will have the ability to develop a thorough understanding of medical and social implications of viral hepatitis, including the impact of stigma and discrimination as it relates to access to health care.

You also have relevant qualifications or experience in public health, social services, health or education, excellent verbal and written communication skills and exceptional organisational abilities.

Closing date: **Wednesday 9th September 2020**

Interviews: **Wednesday 16th September 2020**

A job description, selection criteria and terms and conditions of employment must be obtained before applying. For a job pack visit www.hep.org.au/employment or email sdavidson@hep.org.au quoting the relevant reference number. Alternatively, you can download a job pack directly from our website www.hep.org.au/employment

Our offices are in Surry Hills, Sydney and are wheelchair-accessible.

Hepatitis NSW is committed to the ideal of equal opportunity in employment and does not discriminate against applicants or employees on any grounds. People with hepatitis C or B are encouraged to apply. We also encourage applications from people of Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds.



Job Description

Project Officer – Hepatitis B Health Promotion Programs (Mandarin-Speaking) (Ref: PO-HBVCE)

- Part time (21 hours per week)
- Fixed term contract (until 30th June 2021)

Summary of the position:

The Project Officer – Hepatitis B Community Health Promotion Programs (PO-HBVCE) has responsibility for the operations of the Hepatitis B Community Health Promotion and Health Education projects delivered within Culturally and Linguistically Diverse (CALD) communities.

Key responsibilities include:

- Promoting, marketing, implementing and evaluating HNSW's Hepatitis B Community Health Promotion and Health Education projects
- Delivering education projects targeting members of CALD communities in partnership with external stakeholders, in particular with Chinese communities
- Contributing to the development of grant applications
- Contributing to organisational development and evaluation, including internal and external policy development
- Assisting in the day to day operations of HNSW as required
- Administrative duties for Hepatitis B CALD projects

The Project Officer – Hepatitis B Community Education reports to the Programs Manager.

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**, and HNSW's **Privacy Policy**, and to **continuous quality improvement**.

1. Key responsibility areas:

1.1 Hepatitis B Community Education projects

- Plan and deliver community education sessions for Chinese communities in NSW with assistance from partner organisations and agencies
- Develop and deliver promotion and marketing for Hepatitis B Community Education sessions
- Contribute to grant application development and submission
- Evaluation of the projects
- Consult and liaise with relevant networks, agencies, and services to identify their service users' needs and develop, implement, and evaluate the community education materials and associated resources to meet those needs
- Represent HNSW and those affected by viral hepatitis on relevant committees and working groups and contribute to the development of relevant strategies, policies, programs and projects.
- Report on the effectiveness and outcomes of community education projects to the Programs Manager and the Funders.
- Supervise and support project volunteers



- Assist in the promotion of the information service via appropriate media and networking with other organisations and individuals in the health promotion sector

2. Other responsibility areas:

2.1 Personal development

- Maintain a current knowledge and awareness of issues relating to chronic viral hepatitis by participating in education workshops, courses or conferences and other self-directed learning activities as appropriate
- Maintain an appropriate level of skills and knowledge in relation to client support work

2.3 General

- Consult and liaise with relevant stakeholders to support all responsibility areas
- Carry out general clerical and administrative duties to support the role
- Maintain at all times the confidentiality of information about clients, volunteers and other personnel
- Promote HNSW's services to outside agencies and individuals
- Attend staff and other meetings
- Other duties commensurate with the position as may be determined by the Programs Manager, Deputy Chief Executive Officer, or the Chief Executive Officer

3. Significant Relationships:

3.1 Internal

- Reports directly to the Programs Manager
- Oversees and supports volunteer workers
- Liaises appropriately with the Chief Executive, Deputy Chief Executive Officer, Office Manager, other staff and Board of Governance members

3.2 External

- People affected by chronic viral hepatitis
- People and agencies whose work influences the care, support and treatment of people living with chronic viral hepatitis, and whose work influences its prevention
- HNSW's members



Project Officer – Hepatitis B Community Education (Mandarin-Speaking)

Selection criteria

Personal attributes, skills, abilities and experience:

Essential requirements

- Relevant qualifications or relevant experience in a public health, social services, health, or education field
 - Demonstrated experience in health promotion/health education program planning, implementation and evaluation
 - Demonstrated experience in client focused service provision
 - Solid understanding of health promotion principles and evaluation methodology
 - Demonstrated experience in delivery of health information to a variety of audiences
 - Ability to establish and maintain positive partner relationships
 - Thorough understanding of access, equity, participation, and equality issues, especially in regard to delivery of healthcare and welfare services
 - An ability to develop a thorough understanding of the medical and social implications of viral hepatitis
 - Highly developed oral and written communication skills in English and Mandarin with proven ability to consult and liaise on all levels
 - Excellent organisational abilities
 - An understanding of quality assurance and governance frameworks
 - An ability to work with minimal supervision and operate cooperatively as a member of a small team
 - Competency in a range of computer applications
-

Desirable requirements

- Demonstrated experience in culturally-specific support or education programs
 - Demonstrated experience in volunteer or staff recruitment and coordination
 - Current NSW driver's licence
-



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.

POST: Project Officer Hepatitis B Community Education (Mandarin-Speaking)

Place of work:

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

Hours

Part time: 21 hours – 3 days per week

Salary

The full time equivalent (FTE) annual salary is \$74,767 (Year 1 base) which pro-rata 0.6 FTE is \$40,469.52. The salary is paid fortnightly, plus the standard statutory superannuation employer's contribution of 9.5% plus annual leave loading.

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. At the satisfactory completion of the probationary period, following an appraisal meeting, confirmation of ongoing employment will be made.

Annual leave

FTE: 6 days annual leave per the six month's period

Annual leave is exclusive of public holidays.

Sick leave

3 paid days of sick leave per 6 months.

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 including 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 also wish to read these documents:

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.