

Dear Enquirer,

Thank you for your interest in Hepatitis NSW and for your interest in the position of:
Program Officer - Aboriginal Community Engagement

Full time
35 hours per week

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, Monday 20th March 2023.

Please send your application marked “*Confidential*” to Joan Gennery by email to: jgennery@hep.org.au

Shortlisted applicants will be contacted by phone 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 in the week commencing **Monday 20th March 2023.**

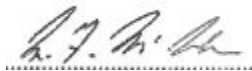
The successful applicant will be asked to consent to undergo a criminal record check, as required by our funding body, NSW Health.

You may also wish to read these documents:

- Hepatitis NSW Annual report
https://www.hep.org.au/wp-content/uploads/2022/11/HNSW_2022_AnnualReport.pdf
- Strategic plan 2020-2024
https://www.hep.org.au/wp-content/uploads/2020/09/2HNSWstratplan_forweb.pdf

We look forward to receiving your application by **5pm, Monday 20th March 2023**

With best wishes,



Maria McMahon
Deputy Chief Executive Officer

Position:	Program Officer - Aboriginal Community Engagement
Reports to:	Program Manager
Hours:	35 hours/week
Classification:	SCHADS Level 4 \$39.26 - \$42.25 per hour
Salary:	Annual salary package \$79,920.41 (<i>including superannuation and annual leave loading</i>). <i>Salary packaging and fringe benefits available.</i>

POSITION CONTEXT:

Hepatitis NSW is a member-based, health promotion charity funded by the NSW Ministry of Health. Hepatitis NSW is an incorporated association, governed by a Board made up of elected and appointed members.

There are 17 permanent staff members, approximately 35 casual staff and volunteer workers.

Our vision is *A world free of viral hepatitis*. We provide information, support, referral, and advocacy for people affected by viral hepatitis in NSW. We work to prevent the transmission of hepatitis B and hepatitis C and to improve the health and well-being of affected people and communities. Learn more about us and what we do at www.hep.org.au.

Our work is premised on the values of:

- *Inclusiveness* – we provide a range of non-judgemental services and information to all people living with or affected by viral hepatitis.
- *Excellence* – we deliver quality and innovative services informed by evidence-based research, harm reduction principles and engagement with affected communities.
- *Collaboration* – we build strong partnerships with our stakeholders.
- *Integrity* – we are accountable to our communities and transparent in our actions.
- *Independence* – we work in the best interests of people affected by viral hepatitis.

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, age, physical or intellectual impairment, sexuality, marital status, religious belief, political conviction, 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, people from culturally and linguistically diverse backgrounds, and people with disability.

Our office in Surry Hills, Sydney is wheelchair accessible.

PURPOSE AND FUNCTION:

This is an Aboriginal identified position and is open to Aboriginal and/or Torres Strait Islander people only. Hepatitis NSW considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the *Anti-Discrimination Act 1977* (NSW).

As Aboriginal Program Officer you will:

- Lead, plan, deliver, and develop hepatitis B and C outreach health promotion activities that engage Aboriginal communities across NSW.
- Contribute to activities that improve the health and wellbeing of Aboriginal people living with or at risk of hepatitis B and C in NSW.
- Contribute to reducing stigma and discrimination experienced by Aboriginal people in relation to living with hepatitis B and C.
- Build strong relationships and partnerships with key stakeholders to increase access to health services for Aboriginal people.

MAIN DUTIES AND RESPONSIBILITIES:

The Aboriginal Program Officer will:

- Generate, organise, and attend outreach activities, events and opportunities to engage with Aboriginal communities about hepatitis B and C in metro, regional, and remote areas of NSW.
- Develop, plan, deliver, and evaluate programs, services, projects, resources and activities that meet the needs of Aboriginal people in relation to hepatitis B and C.
- Build, develop, and strengthen relationships and partnerships between Hepatitis NSW and Aboriginal Community-Controlled Health Organisations (ACCHOs).
- Build strong relationships and partnerships with Local Health Districts, non-government organisations, research organisations, alcohol and other drug services, and justice and correctional services.
- Participate in the state-wide Aboriginal Workforce network, where people working in Aboriginal identified positions meet to exchange ideas that support their work.
- Contribute toward the continued implementation, development, and evolution of Hepatitis NSW's Reconciliation Action Plan (RAP).
- Represent Hepatitis NSW, along with other staff, at Aboriginal cultural and community events including the Koori Knockout, Yabun, and NAIDOC week events.
- Support the delivery of outreach finger prick blood testing for hepatitis B and C, where required.
- Collect and report activity data to assist in compliance, reporting and achievement of key performance measures.
- Present on your work at relevant conferences, forums, webinars, and meetings.
- Develop an individual work plan with agreed deliverables to support the achievement of organisational and team key performance indicators.
- Develop and maintain knowledge, understanding and application of latest developments in hepatitis B and C.
- Work directly with clients via the *Hepatitis Infoline*, email answer service, and online chat, as rostered.
- Promote and support the achievement of the Hepatitis NSW vision and mission.
- Model Hepatitis NSW's values and philosophy.
- Exercise sound judgement in decision.
- Participate in staff meetings, professional development, and organisational workshops.
- Adhere to all Hepatitis NSW policies and procedures.

OTHER RELATIONSHIPS

Internal

- Reports to the Program Manager.
- Liaises and collaborates with other staff, peer workers, and volunteer workers.

External

- Communities and people living with, at-risk of, or affected by, hepatitis B and hepatitis C.
- Hepatitis NSW members.
- Key stakeholders and partners, may include but are not limited to:
 - The Ministry of Health;
 - Local Health Districts;
 - Justice Health and Forensic Mental Health Network (The Network);
 - Aboriginal Community Controlled Health Organisations (ACCHOs);
 - Culturally and linguistically diverse community health organisations
 - Criminal justice agencies;

- Health, alcohol and other drug, youth, and community services;
- Research institutions and academics; and
- Relevant sector community organisations and support groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Out of office work, in community or restricted access settings will be required.
- Comfort with collecting finger prick blood tests and working in a clinical environment.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND EXPERIENCE

Qualifications

- Relevant degree qualification or at least two years' experience in a relevant area of work, for example, a health, education, or social services environment.

Experience

- Demonstrated record of effective, measurable, culturally safe, and collaborative practice working with Aboriginal communities to improve health, social, economic, or cultural outcomes for Aboriginal people.
- Demonstrated ability to build effective internal and external stakeholder relationships.
- Skill in working with and responding to the needs of stakeholders from a wide range of social, cultural, and economic backgrounds.
- Demonstrated experience in client focused service provision.
- Experience or willingness to work in challenging environments and demonstrating a non-judgemental attitude.

Knowledge

- Knowledge of barriers experienced by Aboriginal people when accessing services for hepatitis B or C testing, treatment, and care.
- Familiarity or willingness to understand local, state, and national policies that relate to hepatitis B, hepatitis C, and Aboriginal health.
- Demonstrated understanding and sensitivity toward engaging in a culturally appropriate way with Aboriginal people, and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.

Skills and abilities

- Well-developed communication and interpersonal skills, including an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Strong ability to generate outreach activities, events, and opportunities for engagement with Aboriginal people.
- Well-developed organisational skills including the ability to prioritise, plan and manage your own work, and the ability to work to deadlines with minimal supervision or as a member of a team.
- Strong ability to consult and liaise with, as well as build and maintain positive relationships with partner organisations and community members.
- Competency in using a range of PC-based computer applications, including Microsoft Office suite.
- Ability to analyse, contribute to and inform communications, research, and policy development.

SELECTION CRITERIA:

Respond to the following criteria, providing specific detailed examples that demonstrate you have the qualifications, knowledge, experience, skills, and abilities identified above.

1. This is an Aboriginal identified position and is open to Aboriginal and Torres Strait Islander people only. Hepatitis NSW considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the *Anti-Discrimination Act 1977 (NSW)*. Confirmation of Aboriginal and/or Torres Strait Islander heritage is a condition of employment.
2. Give a detailed example of a time you worked within the Aboriginal community to improve the health outcomes of Aboriginal people.
3. Detail a time when you overcame a challenging situation at work and how you resolved it.
4. Detail your skills and experience in building, developing, or growing a program that meets the needs of its clients.
5. Describe the key principles you apply to work with Aboriginal communities, and how you know they are effective.
6. Give a detailed example of working closely with a team of people to deliver a project, program, or activity in a community setting.

CONDITIONS OF EMPLOYMENT:

The offices of Hepatitis NSW are located on Level 4, 414 Elizabeth Street, Surry Hills NSW 2010 and operates on 60/40 hybrid office/work from home arrangement.

All staff are required to work in the office on Thursdays.

Terms and conditions of employment will be based on the Social, Community Home Care and Disability Services Industry (SCHADS) Award 2010 and Fair Work Act 2009.

Hepatitis NSW also provides additional above Award benefits including but not limited to a 35-hour week; flexible working arrangements; study leave; chronic illness (extended personal) leave; ceremonial leave for First Nations employees subject to conditions; special (end of year shut down) leave; Employee Assistance Program and additional paid COVID 19 leave subject to conditions.

Salary packaging is available following successful completion of probationary period.

Employment is subject to a national criminal record check. A COVID 19 vaccination certificate or exemption is also a requirement by our funder, NSW Ministry of Health for all employees and volunteers.

Some out-of-hours work may be required.

Willingness to undertake travel within NSW, as well as interstate.

Current NSW driver's licence.

Prepared by: Kyle Leadbeatter

Approved by:

Steven Drew
Chief Executive Officer

Date: 13 February 2023

13 February 2023

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. 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 selection 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 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 organisational documents:

- Hepatitis NSW Annual Report
- Strategic Plan 2020-2024

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 a second interview 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 conduct a national criminal record check for all new employees, casual staff, volunteers and our Board of Governance. 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.