

10 July 2026

Dear applicant

Thank you for your interest in Hepatitis NSW and the position of Project Officer – Hepatitis B Community Testing (Vietnamese).

TO APPLY

Your written job application should include:

- a covering letter which includes your residential address;
- **a document addressing the SELECTION CRITERIA;**
- a copy of your CV.

SELECTION CRITERIA

Please respond to the following criteria, providing specific detailed examples that demonstrate you have the **qualifications, knowledge, experience, skills, and abilities identified in the Position Description following**.

*We recommend providing a couple of hundred words for each point as these will be the criteria your application is judged upon. **If you do not complete the selection criteria, your application will not be considered.***

1. Give a detailed example of a time you worked on a project to improve the health, social, cultural, or financial outcomes of a specific group or community.
2. Detail your skills and experience in working quickly to build, develop, or grow a program.
3. Give a detailed example of working with a diverse group of stakeholders to deliver a project, program, or activity.
4. Tell us what you believe are the most important considerations when working with the Vietnamese community
5. Provide an explanation of why this role interests you.

Applications close: 5:00pm, WEDNESDAY 29 JULY 2026.

Please send your application - marked "Confidential" - to Kyle Leadbeatter, by email: kleadbeatter@hep.org.au

Please direct enquiries about the position, to Kyle Leadbeatter on **02 8217 7707** or kleadbeatter@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 3 August 2026**.

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>>> [CLICK HERE](#)
- Strategic Plan 2020-2024>>> [CLICK HERE](#)

Please note, this position is part time.

Regards,

Kyle Leadbeatter
Program Manager, Priority Populations and Settings

Position:	Project Officer – Hepatitis B Community Testing (Vietnamese)
Reports to:	Program Manager – Priority Populations and Settings
Hours:	28 hours per week
Classification:	SCHADS Level 4
Salary:	\$46.70 per hour, equivalent to \$77,072 per annum (including superannuation and annual leave loading)
Employment type:	Part-time

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 20 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, people from culturally and linguistically diverse backgrounds, and people with disability.

Our office is in Surry Hills, Sydney and is wheelchair accessible.

PURPOSE AND FUNCTION

Liver damage, particularly that caused by hepatitis B and C is a major public health issue in Australia. Only around 28% of the 227,571 people living with hepatitis B in Australia are linked into the regular healthcare check-ups they need to stay healthy and significant work needs to be done on improving this critical aspect of hepatitis B care. There is a growing need for programs that reach people with important information about the need for hepatitis B and C testing as well as the need for taking healthcare to affected communities.

The primary role of the position is to engage with communities affected by hepatitis B and reach them with health promotion information as well as facilitating access to relevant healthcare services, particularly hepatitis B testing.

MAIN DUTIES AND RESPONSIBILITIES

This role requires fluency in both English and Vietnamese, written and oral. This role will focus on engagement with the Vietnamese community and join our other multicultural project officers in engaging with their respective communities around hepatitis B. Applicants who do not have Vietnamese language competency will not be considered for this role.

The Hepatitis B and Multicultural Liver Health team consists of four part-time project officers who lead the development and delivery of our hepatitis B and community engagement areas of work with multicultural communities. This may sometimes involve working together or sometimes separately on projects or events but will always involve collaboration with a wide range of stakeholders and partners to make community outreach events a success.

The team will primarily be responsible for the planning, organisation, and delivery of a high-quality comprehensive liver health screening involving rapid, point-of-care hepatitis B and C testing in the community. This will involve working closely with a diverse group of stakeholders including researchers, Hepatitis NSW staff, local health district staff, hepatology nurses, multicultural health services, and community members in rolling this program out. This exciting area of work will take much-needed liver healthcare to affected communities, offer hepatitis testing with immediate results, and link people into care if they test positive. Each event will require significant planning work, collaboration, organising of both internal and external staff, and delivering the project on the day.

Outreach and engagement events may be with a range of affected communities and applicants must be comfortable working with a range of communities including, but not limited to, Chinese, Vietnamese, Filipino, Korean, Arabic-speaking, African, Pacific Islander, and other communities affected by hepatitis B.

This role will require performing finger-prick testing for hepatitis B and C in the community. Applicants must be comfortable working with blood and in healthcare and non-healthcare settings. However, there is no need for previous experience in this area nor any clinical background. Staff will be trained and supported to conduct this testing as well as the required data collection that goes with the project.

Key areas of work will include:

- Building and establishing strong connections with Vietnamese communities across Sydney.
- Lead Hepatitis NSW's engagement with the Vietnamese community in NSW including translation support, improving organisational cultural competency, and leading outreach events
- Assisting in the development of hepatitis B resources, particularly with Vietnamese language versions.
- Collaborating with partner organisations in the implementation and delivery of an innovative, community-driven model of rapid hepatitis B and C testing.
- Working with a diverse range of stakeholders to collaboratively build health promotion events, activities, and projects.
- Developing, planning, and organising health promotion outreach events in community settings.
- Liaising with and organising our pool of casual staff and volunteers, including our lived experience staff, to assist with outreach events.
- Conducting finger prick blood testing at outreach events.
- Collecting and maintaining program data and documentation to support reporting, monitoring, evaluation, and continuous program improvement
- Helping to drive the hepatitis B response in NSW through various projects, channels, relationships, presentations, and inputs.

- Involvement in external reference groups, collaborations, projects, and advisory panels.

The role has a statewide reach though the majority of the work will occur across the Sydney metro area. As such, a NSW Driver's Licence is required for this role. There may be some occasional work on evenings and weekends, as negotiated. Some occasional interstate travel may also be required to attend conferences and other relevant meetings.

This role will require out of office work at health promotion and testing events, usually during business hours. This will also come with light physical demands such as transporting resources to and from events. The position is 4 days per week, 28 hours, and will be based at our offices in Surry Hills. Further details can be found further down this document.

The Project Officer will:

- Develop, plan, and organise health promotion outreach events in community settings, often including the provision of rapid, point-of-care hepatitis B and C testing.
- Work with a diverse range of stakeholders to collaboratively build health promotion events, activities, and projects.
- Collaborate with key stakeholders in the implementation and delivery of an innovative, community-driven model of liver health screening events.
- Help to drive the hepatitis B response in NSW through various projects, channels, relationships, presentations, and inputs.
- Recruit, train, liaise with, and organise our pool of casual staff and volunteers, including our lived experience and bilingual staff, to assist with outreach events.
- Collect data and information as part of health promotion events and research studies we are part of.
- Work as part of a team to maintain high quality testing standards, data safety, testing stocks, and quality control in order to ensure successful delivery of outreach testing campaigns.
- Assist with the development of information resources to increase community knowledge of hepatitis B, both online and hardcopy.
- Work directly with clients via the Hepatitis Infoline, email answer service, and online chat, and maintain all standards and requirements associated with this project.
- Work with the program manager on program matters including developing and expending budgets, strategic planning, and stakeholder management.
- Recruit, train, develop and support people with lived experience of B and/ or who are bilingual/ bicultural as outreach support workers, community consultants, lived experience speakers, or community liaisons.
- Ensure relevant operational procedures and work practices, including monitoring, review and continuous quality and program improvement systems, are in place, that meet legislative, policy and practice requirements, relevant to Hepatitis NSW programs.
- Knowledge of, or the capacity to acquire and apply knowledge of, the medical and scientific, the societal and social impacts of, as well as the access and participation barriers to be addressed by service providers, for people living with, at-risk of, or affected by hepatitis B and C.
- Participate in a range of forums with diverse stakeholders including funding bodies, program partners, clinical and community service providers, people with lived experience, members, researchers and the public.
- Demonstrate compliance, reporting and achievement of key performance measures for programs, services, projects and activities.
- Promote and support the achievement of the Hepatitis NSW vision and mission.
- Model Hepatitis NSW's values and philosophy.
- Participate in staff meetings, professional development and organisational workshops.

- Produce reports and issues papers for the Board, Board Sub-committees, funding agencies and partners, as directed.
- Adhere to all Hepatitis NSW policies and procedures.
- Assisting in the day-to-day operations of HNSW as required.

OTHER RELATIONSHIPS

Internal

- Reports to the Program Manager – Priority Populations and Settings.
- Work closely with the other members of the Hepatitis B team.
- Organise, train, and support the casual staff team.
- Liaise and collaborate with other office-based Hepatitis NSW staff.

External

- Communities and people living with, at-risk of, or affected by, hepatitis B and hepatitis C.
- Key stakeholders and partners, including but not limited to:
 - Research organisations, especially the Centre for Social Research in Health and the Kirby Institute
 - Local Health Districts (LHDs)
 - Multicultural HIV and Hepatitis Service (MHAHS)
 - Culturally and linguistically diverse health, faith-based, migrant, and community organisations
 - ASHM
 - Primary Health Networks (PHNs)
 - Nurses and specialists from hospital liver clinics.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Out of office work, in community or restricted access settings will be required. The PO will be required to perform finger prick blood testing for hepatitis B and C.

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, community, corrections, or social services environment.

Knowledge

- Knowledge of, or the capacity to acquire and apply knowledge of, the medical and scientific, the societal and social impacts of, as well as the access and participation barriers to be addressed by service providers, for people living with, at-risk of, or affected by hepatitis B and C.
- Knowledge of, or the capacity to acquire and understand, key international, national, and state strategies, plans, policies, and research agendas related to elimination goals for hepatitis B and hepatitis C.
- Knowledge and understanding of the NSW health system and how to navigate it.

Experience

- Demonstrable track record of culturally safe, effective, successful and productive collaborative practice, including demonstrated ability to build effective internal and external stakeholder relationships, and ability to negotiate, network, engage, consult, and respond to the needs of a diverse group of stakeholders from a wide range of social, cultural, religious and economic backgrounds.
- Demonstrated ability and experience in the development, establishment and delivery of health projects, services, and activities including planning, implementation, review, risk mitigation and contract monitoring.

- Demonstrated experience in client focused and person-centred service provision.
- Experience or willingness to work in challenging environments, including correctional, drug health, and community settings, with people who may have a history of trauma, marginalisation, and disadvantage.
- Experience in community engagement, participation and/or community development.

Skills and abilities

- Well-developed communication, interpersonal and representational skills, including ability to provide advice and convey information in an accessible way, and influence people.
- Well-developed organisational skills including the ability to prioritise, plan and manage your own work and other team members where necessary, and the ability to work to deadlines with minimal supervision or as a member of a team.
- Demonstrated ability to initiate new ideas, analyse complex problems and exercise sound professional judgement to identify strategies for their resolution.
- Skill in building, developing, and growing quickly and effectively a project that meets the needs of communities, health partners, and other stakeholders.
- Demonstrated ability to analyse and interpret research and other data to inform program, service and project development that is responsive, appropriate, and relevant to priority populations.
- Willingness to work in clinical and non-clinical spaces where blood testing is conducted to deliver point-of-care testing, independently or in partnership with health professionals.
- Competency in using a range of PC-based computer applications, including Microsoft Office suite, combined with a high level of accuracy and attention to detail.
- Ability to analyse, contribute to and inform communications, research, policy and project 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. Please provide your responses to these selection criteria in both English and in Vietnamese so we can ensure you can communicate effectively in both languages.

We recommend providing a couple of hundred words for each response as these will be the criteria your application is judged upon. If you do not complete the selection criteria, your application will not be considered.

- 1. Give a detailed example of a time you worked on a project to improve the health, social, cultural, or financial outcomes of a specific group or community.**
- 2. Detail your skills and experience in working quickly to build, develop, or grow a program.**
- 3. Give a detailed example of working with a diverse group of stakeholders to deliver a project, program, or activity.**
- 4. Tell us what you believe are the most important considerations when working with the Vietnamese community**
- 5. Provide an explanation of why this role interests you.**

Please provide your responses to these selection criteria in both English and in Vietnamese so we can ensure you can communicate effectively in both languages.

CONDITIONS OF EMPLOYMENT:

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

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

Terms and conditions of employment are those applying under the [Social, Community, Home Care and Disability Services \(SCHADS\) Award 2010](#) in conjunction with [the National Employment Standards](#) and the Fixed Term Contract Statement. The [Fair Work Information Statement](#) provides overview information about the conditions of employment.

Hepatitis NSW also provides additional above Award benefits including but not limited to 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 and Fringe Benefits are available following successful completion of a 6-month probationary period, where applicable.

Employment is subject to a national criminal record check.

Some out-of-hours work may be required.

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

Current NSW driver's licence is required.

Staff and volunteers of Hepatitis NSW are encouraged to vaccinate for COVID 19 and hepatitis B.

Prepared by:	Kyle Leadbeatter, Program Manager, Priority Populations & Settings	Approved by:	Steven R Drew Chief Executive Officer
Date:	30 June 2026		07 July 2026

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 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 based on 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.

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.

Applications that do not address the selection criteria will not be considered. 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 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 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 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. Interviewed applicants who are unsuccessful 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. 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.