



Position Description: Chief Executive Officer

About Living Positive Victoria

Living Positive Victoria is a community-based organisation that works to advance the human rights and wellbeing of people living with HIV (PLHIV).

Our mission is to enable and empower all people affected by and living with HIV in Victoria to be part of the response that seeks an end to the HIV epidemic.

Living Positive Victoria works towards the achievement of its Strategy Vision by:

- Providing **influential leadership and advocacy**
- **Promoting understanding** through the **visibility** of positive lives
- **Supporting** the wellbeing of PLHIV
- Developing and furthering **strategic partnerships and alliances with communities of shared interest**
- Keeping the organisation **sustainable** and **adaptable**

Strategic Vision for PLHIV in Victoria

- **All PLHIV** are accessing the treatment, care and support they need to support their physical, mental and social health and wellbeing.
- **All PLHIV** are achieving their personal health optimal outcomes, with the highest feasible number maintaining a successful response to antiviral treatment.
- **PLHIV** throughout Victoria live free from burden of stigma and discrimination in their social, working and personal lives.
- The benefits of advances in HIV testing, antiretroviral treatment and prevention are equally accessed and shared by **all PLHIV**—no individuals or communities are isolated or left behind

Position Overview

The Chief Executive Officer is responsible for the day-to-day management of Living Positive Victoria along with the delivery and achievement of outcomes as prescribed in the Living Positive Victoria Strategic Plan 2018 and Beyond.

The Chief Executive Officer will commit to the goals of the Strategy Vision, and to the Meaningful Involvement of People with HIV Principles (MIPA), and they will reflect that within their role and through their leadership of the organisation.

Position Details

Title:	Chief Executive Officer
Organisation:	Living Positive Victoria
Employment Type	Full-time
Work Location:	Southbank, Victoria
Position reports to:	Board of Directors
Date of Creation	February 2018



Key Responsibilities

Provide influential leadership and advocacy

- Provide visible and influential leadership for staff and volunteers within the organisation.
- Build a team-focused organisation that supports innovation and encourages initiative to deliver excellent health and wellbeing outcomes for all PLHIV.
- Provide leadership within the sector, in partnership with other relevant health and community organisations, to ensure the diverse voices of PLHIV are strongly and effectively represented to government, and other agencies, and reflected key health policies, through written submissions, personal representation, and other relevant opportunities.
- Support and foster the development of advocacy and leadership skills among the Board, staff and with partner organisations, and develop an ethically aware approach to leadership across the organisation.
- Lead the development of an organisation-wide plan and approach to fighting HIV-related stigma.
- Represent the views of Living Positive Victoria in consultative forums, on interagency networks, and in public events relevant to the work of the organisation.
- Oversee the development of a media policy and strategy and where directed by the Board and in accordance with that strategy, represent Living Positive Victoria's organisational view in the media.
- Develop a range of measures and indicators for successful engagement of PLHIV and priority communities.

Promote understanding by increasing the visibility of people living with HIV

- Advocate actively, strongly and consistently for the reform of laws that have a negative impact on the lives of PLHIV, or which increase the risk or impact of HIV in the Victorian community.
- Engage with PLHIV of diverse experience within the Board, staff and volunteers.
- Work with government, health agencies, partner organisations and the media to promote a greater knowledge about the benefits and impacts of effective HIV antiviral therapy within the wider community.

Support the wellbeing of people living with HIV

- Promote a peer-based and peer-led approach in the organisation's work and within its Board, staff and volunteer base.
- Identify, pilot and implement novel strategies for peer-based intervention.
- Develop and implement an organisation-wide plan for addressing HIV-related stigma.

Develop and further strategic partnerships and alliances with communities of shared interest

- Build and maintain strategic partnerships and sustain high-level cooperative relationships with relevant community-based organisations, health services, government, research agencies and key individual leaders within the HIV sector and community.



- Formalise relationships through the development of MoUs and through joint policies and programs with identified goals and outcomes for specific high-priority issues.

Keep the organisation sustainable and adaptable

- Develop and implement an organisation-wide Business Plan for delivering on the Strategic Plan, and including the regular review of its achievements and impacts.
- Liaise with and report to the Board of Directors, attend Board and Executive Committee meetings as required, and provide reports and briefings for the Board where requested in a timely manner.
- Develop and implement an organisation-wide strategy for the management of staff and the regular review of staff performance.
- Ensure diligent and responsible financial planning within the organisation through leading the preparation of annual budgets, preparing reports on financial expenditure and budget forecasts, and ensuring all expenditure is contained within budget allocations and in accordance with the organisation's financial delegations and other policies.
- Prepare funding submissions, negotiate and prepare funding agreements for approval by the Board, oversee the delivery of contract obligations, and provide all reports required by the Board, or external funders, including acquittal reports.
- Foster a culture of continuous improvement within the organisation.
- Identify opportunities for Board and staff training and skills development, and implement a staff and Board development plan.
- Develop and implement a clear and consistent approach to monitoring and evaluation of programs and activities.
- Identify new and diverse income streams to support the organisation's work.

Perform any other duties consistent with the role of Chief Executive Officer, as directed by the Board.

Qualifications & Experience

- Demonstrated management and leadership experience within a community-based organisation, community health, welfare, or other relevant agency or sector experience.
- Demonstrated capacity to oversee and manage a small team in a community-based working environment.
- Demonstrated ability to work with and report to a board of directors
- Experience in developing, managing and maintaining high-level relationships with government.
- Demonstrated capacity to develop and maintain a diverse range of strategic partnerships, and develop formal relationships between diverse organisations.
- Strong, demonstrated skills in policy analysis and development, research, and writing, including the writing of submissions which have had substantive impact
- Experience with grant writing, fundraising, sponsorship negotiation and contract acquittal.
- High-level interpersonal communication skills, including a demonstrated ability to work with a wide range of individuals and agencies.
- Experience in high-level personal representation on stakeholder agencies, government bodies and other relevant positions.
- An understanding of the health and wellbeing needs of PLHIV.
- Relevant tertiary qualifications in health, public health, public policy, or other relevant degree.
- An understanding of health promotion and community development.



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- An understanding of the political, social and cultural context of the HIV epidemic in Australia.
- A familiarity with and demonstrated ability to assess the impacts of social and medical research.
- An understanding of the biomedical context for HIV transmission and prevention.

Apply for this position

Please provide a cover letter, a concise description of how you meet the key responsibility criteria, and a current CV to Ms Christabel Millar, President, Living Positive Victoria at president@livingpositivevictoria.org.au.

For a confidential discussion, please contact Christabel Millar, President at president@livingpositivevictoria.org.au.

Applications close at 5pm Wednesday 21 March 2018