

## Position Description: Senior Policy and Research Officer

This role of Senior Policy and Research Officer undertakes a range of policy development and research oversight functions by applying high level of knowledge and skills to achieve results in line with the organisation's goals. This role reports directly to the Chief Executive Officer and works autonomously, while contributing to efforts across Living Positive Victoria's programs and services.

The Senior Policy and Research Officer is expected to adhere to established work practices, and will be required to exercise initiative and judgement regarding sector policy development, the creation of agency position papers, submissions to government and liaise with and provide oversight of research projects. This position demands the application of knowledge gained through qualifications and/or previous experience. In addition, the worker will be required to set priorities, monitor workflows and establish work plans in their area of responsibility.

The Senior Policy and Research Officer will be involved in liaising with a wide range of sector partners, clients and members and will be instrumental in establishing community health, public health and social policies and responses to sector developments on behalf of the organisation. This will include a range of work functions and may involve supervision of external consultants. In addition, the incumbent will be required to assist in the preparation of the organisation's internal policies and procedures, reports, funding applications, funding acquittals and business plans. They will be required to provide expert advice to contractors, employees across the organisation and volunteers on matters pertaining to their work.

This Senior Policy and Research Officer is expected to set priorities, plan and organise their own work and establish the most suitable approach to align Living Positive Victoria's policy positions with strategic opportunities within the political landscape. In addition, interpersonal skills are required to gain the cooperation of sector partners and key influencers across the HIV sector and beyond in Victoria and nationally.

The position will be required to establish outcomes to achieve organisation goals and may be required to provide multi-disciplinary advice.

### Position Details

<b>Title</b>	Senior Policy and Research Officer
<b>Classification</b>	Social and Community Services Employee Level 5
<b>Work location</b>	Southbank, Victoria
<b>Employment type</b>	Permanent Part-time (0.6 EFT or three days per week)
<b>Salary range</b>	SCHCDS Award – Level 5 \$1,427.76 pw (\$37.57 ph) - \$1,492.41 pw (\$39.27 ph) PRO RATA
<b>Position reports to:</b>	Chief Executive Officer



### About Living Positive Victoria

Living Positive Victoria is a not for profit, community based organisation representing all people living with HIV (PLHIV) in Victoria since 1988 and is committed to the advancement of human rights and wellbeing of all PLHIV. Living Positive Victoria works closely in partnership with a range of HIV-sector and other organisations to deliver a comprehensive and coordinated response to the needs of PLHIV in Victoria, nationally and internationally.

### Our Vision

Living Positive Victoria shares the vision of the National Association of People with HIV Australia of a world where people living with HIV live their lives to their full potential, in good health and free from discrimination.

### Our Mission

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

### Our Principles

The organisation is founded and guided by the following core principles:

#### *Human rights*

Living Positive Victoria rejects all forms of arbitrary discrimination against people living with HIV, and works towards the elimination of HIV stigma.

#### *Health promotion*

Living Positive Victoria is a health promotion organisation, enabling and empowering the health of people living with HIV by creating an environment in which individuals can realise their aspirations, meet their needs and participate in society.

#### *PLHIV involvement and engagement*

People living with HIV have a right to be directly involved in the response to HIV in Australia, as declared in the greater involvement and meaningful engagement of people living with HIV (UNAIDS GIPA/MIPA Principle). We provide leadership to the HIV response, informed by the experience of living with HIV.

#### *Inclusion*

Living Positive Victoria represents all people living with HIV in Victoria, regardless of gender, sexuality, age, disability, ethnic group or national origin. We work to unite all people living with HIV in our common cause.

#### *Partnership*

Living Positive Victoria works in many different partnerships with other organisations and individuals to advance the common goal of improving the lives of people living with and affected by HIV.

#### *Excellence*

Living Positive Victoria employs best practice in all that we do and values good governance, teamwork, integrity, ethics and innovation.

### *Evidence and evaluation*

Living Positive Victoria consistently evaluates the effectiveness of interventions in terms of their impact as advocated by the Victorian Public Health and Wellbeing Act 2008.

### Responsibilities

This position is key to achieving the operational objectives of the workplace, and includes the following:

- Responsibility for a range of functions within the organisation requiring a high level of knowledge and skills.
- Undertake responsibility for a moderately complex project, including planning, coordination, implementation and administration.
- Undertake a phase of a broader or more complex professional assignment.
- Assist with the preparation of or prepare organisation or program budgets in liaison with management.
- Set priorities and monitor workflow in the areas of responsibility.
- Provide expert advice to employees classified at lower levels, contractors and/or volunteers.
- Exercise judgement and initiative where procedures are not clearly defined;
- Undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas;
- Undertake policy writing and research liaison assignments across the diversity of programs and services in the organisation;
- Operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee;
- Undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to the organisation;
- Plan, coordinate, implement and administer the activities and policies including preparation of budget;
- Under general direction undertake a variety of tasks of a specialised and/or detailed nature;
- Exercise professional judgment within prescribed areas;
- Carry out planning, studies or research for particular projects including aspects of design, formulation of policy, implementation of procedures and presentation;
- Provide reports on issues of policy and research including recommendations; and
- Exercise a high level of interpersonal skills in dealing with the public and other stakeholders.

### Key Selection Criteria

You must address these separately in addition to your cover letter and resume.

#### Knowledge and Skills

<b>Written Communication</b>	<ul style="list-style-type: none"> <li>• Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language.</li> <li>• Ensures appropriate style and formats are used.</li> </ul>
<b>Policy Skills</b>	<ul style="list-style-type: none"> <li>• Formulates and communicates public policy options and recommendations.</li> <li>• Keeps up- to- date with a broad range of contemporary issues.</li> <li>• Scans the political landscape for links and potential implications of proposed policy options.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Seeks all relevant information for problem solving.</li> <li>• Analyses issues from different perspectives and draws sound inferences from information available.</li> <li>• Identifies and proposes workable solutions to problems.</li> <li>• Implements solutions, evaluates effectiveness and adjusts actions as required.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required.</li> <li>• Identifies processes, tasks and resources required to achieve a goal.</li> <li>• Establishes systems and procedures to guide work and track progress.</li> <li>• Recognises actual and potential barriers and finds effective ways to deal with them.</li> <li>• Evaluates projects to inform and guide future work.</li> </ul>

#### Personal Qualities

<b>Conceptual and analytical ability</b>	<ul style="list-style-type: none"> <li>• Deals with concepts and complexity comfortably.</li> <li>• Uses analytical and conceptual skills to reason through problems.</li> <li>• Has creative ideas and can project how these can link to innovations.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Cooperates and works well with others in the pursuit of team goals.</li> <li>• Collaborates and shares information.</li> <li>• Shows consideration, concern and respect for others' feelings and ideas.</li> <li>• Accommodates and works well with the different working styles of others.</li> <li>• Encourages resolution of conflict within group.</li> </ul>
<b>Initiative and Accountability</b>	<ul style="list-style-type: none"> <li>• Proactive and self-starting.</li> <li>• Seizes opportunities and acts upon them.</li> <li>• Takes responsibility for own actions.</li> </ul>
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains relationships with people at all levels.</li> </ul>



## living positive victoria

- Promotes harmony and consensus through diplomatic handling of disagreements.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values and communication.

Should an applicant be shortlisted for interview, the following requirements of the position will be used to guide an interview assessment.

- A degree qualification in health, policy, law or community development, and/or a minimum of five years' experience within a similar role. Postgraduate qualifications will be well regarded.
- An understanding of public health and social policy and the ability to work within a policy framework.
- Demonstrated capacity to think strategically and propose innovative actions to achieve strategic goals.
- Experience in translating research into policy and advocacy.
- An understanding of research design and methodology.
- Ability to relate to a wide range of stakeholders including people living with HIV, government, non-government organisations, researchers and the corporate sector.
- Demonstrated ability to provide high quality evidence based policy advice.
- Commitment to the vision, mission and values of Living Positive Victoria.
- Knowledge of the clinical, public health, social justice and individual impact of HIV, STIs, and viral hepatitis.
- Strong negotiation and time management skills, with the capacity to respond flexibly and to manage multiple projects and deadlines.

**Send your letter of application, addressing the Key Selection Criteria to:**

Suzy Malhotra  
Director Programs and People  
Living Positive Victoria  
Suite 1, 111 Coventry Street  
SOUTHBANK 3006

or via email to [smalhotra@livingpositivevictoria.org.au](mailto:smalhotra@livingpositivevictoria.org.au)

Applications close 5pm on Friday 14 February

**PEOPLE LIVING WITH HIV ARE STRONGLY ENCOURAGED TO APPLY.**