

## POSITION DESCRIPTION

### Senior Advisor: Policy and Systems

#### Position Objective

To lead the Australian Federation of AIDS Organisation's (AFAO) development of high-quality position papers, submissions and other collateral to ensure AFAO provides leadership in the implementation of the National HIV Strategy.

#### Reporting Structure

The position is based in Sydney, Australia. This position reports directly to the Deputy Chief Executive Officer. No subordinates report directly to this position. This position manages external contractors from time to time.

#### Organisational Context

AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities. Our close connections with our communities provide us with rapid intelligence on changes in Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

AFAO has worked with successive governments for 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of reducing HIV infections and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO's Members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities' interests.

Internationally, AFAO contributes to the development of effective HIV policy and programs in the Asia Pacific region, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

AFAO's members are the AIDS Councils in each State and Territory, the National Association of People Living with HIV Australia (NAPWHA), the Australian Injecting and Illicit Drug Users League (AIVL), the Anwernekenhe National Aboriginal and Torres Strait Islander HIV/AIDS Alliance (ANA) and Scarlet Alliance, the Australian Sex Workers Association. AFAO's affiliate member organisations – spanning community, research and clinical workforce – share AFAO's values and support the work we do.

## Principal Duties

- Remain abreast of developments in HIV nationally and internationally to ensure AFAO remains at the cutting edge of current knowledge and practice.
- Identify systemic and institutional barriers to effective HIV prevention, health promotion and service delivery.
- Lead the development of organisational position papers, submissions and other documents profiling policy, legislative and regulatory reform to improve access to HIV prevention, testing and treatment.
- Support the development of AFAO's Government Relations and Advocacy Strategy.
- Develop and extensively cultivate and draw upon networks of people whose access, expertise or influence matters to AFAO.
- Lead the research, conceptualisation and preparation of policy positions and organisational responses to government processes.
- Cultivate networks of stakeholders, including from AFAO's members, researchers, clinicians and others who can support AFAO's analysis and response to issues.
- Support the development of materials and processes to enhance AFAO's strategic engagement across the parliament, with the various arms of government and the public about contemporary responses to HIV and the value of Australia's community-led HIV response.
- Engage in processes to ensure ongoing program integration across AFAO's policy and health promotion portfolios.
- Support AFAO's Strategic and Business Planning processes.
- Represent AFAO and advocate for its communities in government and sector processes and forums.
- Prepare reports, analysis, briefings and discussion papers and short communications for AFAO's Board and members on issues and research findings.
- Promote AFAO's knowledge, skills, experience and successes.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Perform other appropriate duties and responsibilities as assigned by the Deputy Chief Executive Officer.

## Challenges and Problem Solving

Challenges faced by the position that the position-holder will be expected to be able manage include:

- Understand the nuances of HIV, Australia's community-led HIV response, the complexity of Australia's public health system and the role of federalism in influencing public policy decision making in Australia to support AFAO to achieve its goals.
- Work across the AFAO membership and other stakeholders to identify and prioritise policy aims and objectives.
- Comprehend the complexity of the lived experience of HIV and the challenges of navigating HIV risk and the convergence of these experiences with other lived experiences to support AFAO's commitment to 'leave no one behind' and reduce stigma and discrimination.
- Effectively plan and utilise a wide range of strategies, particularly liaison and networking, to bring about change in a fast paced environment.
- Making excellent judgements about priorities and managing those priorities so that deadlines are met.

- Effectively respond to potentially sensitive issues and knowing when to escalate matters to management.
- Researching and formulating positions on complex issues.
- Regularly consulting and engaging with AFAO's members and stakeholders on its campaigns and advocacy and leveraging their capacity in support of AFAO's goals.
- Maintaining positive relationships government officials and advisors and other stakeholders while advocating for issues of importance to AFAO's members and communities.
- Building and maintaining positive relationships with AFAO's members.
- Representing AFAO publicly and in government and sector forums.

### **Decision Making**

The role of Senior Advisor: Policy and Systems is critical to AFAO's success.

The Senior Advisor: Policy and Systems exercises considerable day to day discretionary and decision-making responsibility within the framework set by an annual work plan, which is approved by the Deputy Chief Executive Officer, and is developed by the Senior Advisor: Policy and Systems and approved by the Chief Executive Officer.

The Senior Advisor: Policy and Systems is required to exercise considerable judgement in liaising with stakeholders and formulating and responding to issues that may impact AFAO's reputation. The Senior Advisor: Policy and Systems discusses issues of potential sensitivity with the Deputy Chief Executive Officer.

In exercising their responsibilities and making decisions the Senior Advisor: Policy and Systems is bound by AFAO's Code of Conduct and policies and procedures.

### **Performance Review**

The Senior Advisor: Policy and Systems will participate in an annual work planning and performance appraisal process for this role with the Deputy Chief Executive Officer.

Key Performance Indicators for the role will include:

- Development and implementation of the AFAO Federal Budget Strategy.
- Support the management of the annual World AIDS Day Parliamentary Breakfast.
- Stakeholder satisfaction and feedback.
- Completion of duties in an efficient and effective manner.
- Important deadlines are met.
- Administer AFAO's online digital platform, HIV Australia.

### **Key Skills and Experience**

- Capacity to conceptualise solutions to complex issues relevant to HIV, public health and diverse sexual and gender identities.
- Excellent written and oral communication and interpersonal skills including experience in grant writing.

- Experience of engaging with Australia’s public health regulatory frameworks and other government processes.
- A proven track record of planning and using diverse influencing strategies to achieve organisational goals.
- Outstanding negotiation skills for achieving results while maintaining important relationships and for representing the organisation.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may hold differing views and conflicting interests.
- Experience in policy consultation, research, analysis and development.
- Excellent project, organisational and time management skills, including the capacity to manage concurrent projects and meet deadlines.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- Tertiary qualifications in one or more of science, public policy, law and social sciences and the humanities or equivalent experience in social change, policy, project management or a similar field.

**Desirable skills and experience**

- Experience working or volunteering for parliamentarians in Australia.
- Experiences working or volunteering in community organisations.
- Experience in using website content management systems.
- Experience in using social media platforms for social change.