

## **POSITION DESCRIPTION**

### **AFAO Senior Project Officer**

#### **Position Objective**

To support AFAO to build capacity across Australia's HIV communities and organisations for the community-led response and to ensure the organisation provides leadership through its activities and programs that implement the National HIV Strategy. This position involves the ongoing coordination of complex projects.

#### **Location and Reporting Structure**

This position is based in Sydney, Australia, and reports to the Manager, National Programs.

#### **Organisational Context**

In Australia, AFAO leads the national effort to end HIV transmission and reduce its impacts on behalf of its member organisations who represent the diverse communities most affected by HIV – people living with HIV, sexuality and gender diverse communities, sex workers, people who inject drugs, and Aboriginal and Torres Strait Islander communities.

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

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, and by developing national health promotion campaigns and other education resources to provide contemporary information about HIV and STI testing, prevention, treatment, care and support to the communities represented by our member organisations.

#### **Principal Duties**

The Senior Project Officer is an integral member of AFAO, dedicated to the common goals of ending HIV transmissions and reducing its impacts. They will support AFAO in championing this cause by participating in innovative and strategic initiatives to achieve AFAO's mission. Reporting to the Manager, National Programs, the Senior Project Officer will be responsible for:

- Supporting AFAO's advocacy to end HIV transmission and reduce its impacts through the coordination and management of various complex projects. This includes project and logistics management, stakeholder engagement, product development and event coordination.
- Leading on cross-sectoral dialogue and action on priorities in the HIV response, including through coordinating research on emerging settings and innovations, and convening think tanks and forums of key research, clinical, community and government stakeholders.

- Leading on the development and production of resources to build the capacity of AFAO's member, affiliate member and partner organisations, including briefings on key issues and commissioned discussion papers and audio/visual resources.
- Leading on the development and implementation of a project to develop, trial and advocate for new models of HIV testing, including the recruitment of trial sites, development of protocols and education materials, implementation of site training, and the development and coordination of an evaluation plan.
- Coordinating the convening of key networks to inform AFAO's work with priority populations.
- Cultivating networks of stakeholders, including from AFAO's members, researchers, clinicians, and others who can support AFAO's analysis and response to issues.
- Supporting the organisation to meet its reporting obligations to the Commonwealth Department of Health.
- Supporting the preparation of reports, analysis, briefings and discussion papers and short communications for AFAO's Board.
- Understanding, implementing, participating in, and promoting AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Performing other appropriate duties and responsibilities as assigned by the Manager, National Programs.

### **Challenges and Problem Solving**

The position-holder will be expected to manage the following challenges:

- Managing and implementing multiple projects within budget and varied timeframes, and managing critical dependencies between elements.
- Making excellent judgements about priorities and managing those priorities so deadlines are met.
- Understanding the relationship between AFAO and its member organisations and building a strong, collaborative approach to development and implementation of programs.
- Comprehending the complexity of the lived experience of people with and affected by HIV, the challenges of navigating HIV risk and the intersectionality of the lived experience of marginality and disadvantage to support AFAO's commitment to 'leave no one behind' in ending HIV transmission and reducing HIV stigma and discrimination.
- Effectively responding to sensitive issues and knowing when to engage management's support or escalate matters to management.

### **Decision Making**

The role of Senior Project Officer is critical to AFAO's success.

The Senior Project Officer exercises considerable day-to-day discretionary and decision-making responsibility within the framework set by an annual work plan, which is developed in consultation with, and approved by, the Manager, National Programs.

The Senior Project Officer discusses major issues and issues of potential sensitivity involving reputational risk with the Manager, National Programs for direction and support.

In exercising their responsibilities and making decisions, the Senior Project Officer is bound by AFAO's Code of Conduct and policies and procedures.

## **Performance Review**

The Senior Project Officer will participate in an annual work planning and performance appraisal process for this role with the Manager, National Programs.

Key Performance Indicators for the role will include:

- The provision of highly effective coordination and management of projects to enable AFAO to achieve the vision and goals.
- The rapid development of effective and ongoing relationships with AFAO staff and stakeholders in Australia.
- Making excellent judgments about priorities and managing those priorities.
- Effectively responding to potentially sensitive issues and knowing when to engage management's support and when to escalate matters to the Manager, National Programs.
- Completion of duties in an efficient and effective manner.

## **Skills and Experience**

- Excellent written and oral communication in English and interpersonal skills.
- Experience in the delivery of programs, projects or services.
- Capacity to conceptualise solutions to complex issues relevant to HIV, public health and diverse sexuality and gender identities and other priority populations.
- A proven track record of autonomously planning and using systems management to map, implement and complete complex projects, including the capacity to manage concurrent projects and meet deadlines.
- Ability to thrive in a team environment.
- Negotiation skills to achieve results while maintaining important relationships and representing the organisation.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may have differing views and conflicting interests.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.

## **Desirable skills and experience**

- Experience in the evaluation of programs, projects or services.
- Experience working or volunteering in community organisations in Australia or elsewhere.
- Experience liaising with high-level domestic stakeholders, including sector experts.
- Tertiary qualifications in one or more of public policy, social sciences and the humanities or equivalent experience in social change, policy, project management, or a similar field.

## **Travel**

The position is based in Surry Hills, Sydney and may require some domestic travel.