

**Queensland AIDS Council  
Health Promotion and  
Community Development  
Officer  
Application Package**

**Position: Health Promotion and Community  
Development Officer**

**Location: North Queensland**

**Classification: QuAC Award Level 2**

**Hours: 38 hours per week**

**Contract to June 30, 2018, with possibility of extension.**

**Salary Range: \$57,535 to \$77,082, salary packaging available.**

***Salary Packaging***

Like most charitable organisations, QuAC is willing to pay a percentage of the salary as *expense fringe benefits* – i.e. reimbursements to employees for their own expenses such as private telephone costs, rent or mortgage payments, personal loan repayments, etc. These non-cash benefits are not subject to income tax. The Federal Government imposes a net cap of \$15,900 pa on expense fringe benefits, above which the range of allowable expenses is restricted.

***Equal Employment Opportunity and Affirmative Action***

The Queensland AIDS Council promotes Equal Employment Opportunity. All selection is based on proven experience, qualifications and / or training and the person's potential to undertake the responsibilities of the position most efficiently. We will not discriminate against applicants on any grounds not relevant in determining the best person for the position.

Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

**All applications must be received by 5pm 12 May, 2017.**

## ***Included in this Application Package***

To help you develop your application, please find enclosed the following documents:

### **1. POSITION DESCRIPTION**

The Position Description describes the nature of the position and the responsibilities of the person in the position. The information includes:

#### Accountability Objective

This is the result or outcome that the advertised position is designed to achieve. The employee who fills the position will be responsible - within reason - for the achievement of the Accountability Objective.

#### Reporting Relationships

This section lists the immediate supervisor for the advertised position as well as the staff and volunteers who are supervised by the advertised position.

#### Key Result Areas

These are the specific areas of work undertaken within the advertised position. The Key Result Areas are defined in terms of the contribution expected of the person in the position and the desired effect of that contribution on the organisation and/or its clients.

### **2. SELECTION CRITERIA**

The selection criteria describes the knowledge, experience, skills, abilities and qualifications required for the advertised position. This is the set of qualities of the ideal appointee to the position. Most often, the successful applicant is someone who rates high in at least half of the selection criteria and does not rate low in any selection criterion.

## ***The Selection Process***

The selection process will be conducted by a selection panel who will be responsible for considering applications, short listing, conducting selection techniques applicable to the selection criteria, and referee checks. Selection panels will usually consist of two or three members.

The selection process includes:

- Acknowledgement of all applications received for the advertised position.
- Consideration of all applications against the selection criteria for the position.
- Short-listing of applications that demonstrate sufficient merit to warrant further consideration.
- Further selection techniques conducted with short-listed applicants. The selection techniques will include interviews and may include work samples, aptitude and ability tests, structured groups or individual exercises. (*Reasonable interview expenses (e.g. travel) will be reimbursed.*)
- Referee checks for candidates rated highest by the selection panel.
- Recommendation for appointment made and confirmed.
- Advice to unsuccessful applicants and feedback to applicants upon request.

## ***Your Application***

We recommend you include the following in your application:

- 1. A COVER LETTER** that describes your knowledge, skills, experience and qualifications relevant to each of the Selection Criteria. Please remember to keep this brief (maximum two pages).
- 2. A CURRICULUM VITAE (OR RÉSUMÉ)** that provides a summary of your work experience and professional education and training. Include where you have worked, positions you held, period of employment and brief details of duties and responsibilities.
- 3. A RESPONSE TO THE KEY SELECTION CRITERIA** outlining your experience, skills and knowledge that relate to this position. Please keep this brief (maximum of two pages).
- 4. REFEREE CONTACT DETAILS** - the names, positions and telephone contact numbers for at least two work-related referees. These should be people who can comment on your ability to perform the role for which you are applying. It is best to include recent supervisors. While it is not compulsory to provide current/most recent employer referees at this stage, final appointments will not be confirmed until a referee report has been obtained from your current or most recent employer.

Remember that the job market is competitive, and therefore your application will have more chance of attracting interest from the selection panel if it is well presented, succinct and relevant.

Forward your application to Michael Scott, Executive Director, Queensland AIDS Council:

By Mail:  
30 Helen Street  
Teneriffe Qld 4006

By email:  
[msscott@quac.org.au](mailto:msscott@quac.org.au)

## ***Further Details***

For additional information about this position or about the recruitment process, contact:

Michael Scott  
Executive Director,  
Ph. (07) 3017 1716  
[msscott@quac.org.au](mailto:msscott@quac.org.au)

**Applications must be received by 5pm, 12 May 2017.**

<p style="text-align: center;"><b>Position Description:</b> <b>Health Promotion and Community Development Officer</b></p>
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### **ACCOUNTABILITY OBJECTIVE**

The Health Promotion and Community Development Officer is accountable for developing, implementing and monitoring HIV, STI and other BBV health promotion projects in North Queensland. The primary target population is gay men and men who have sex with men.

The position is funded by the State Government.

### **REPORTING RELATIONSHIPS**

**Supervisor:** Manager, Sexual Health

**Other Staff:**

The Health Promotion and Community Development Officer is not responsible for the supervision of paid staff however will be responsible for the management and supervision of volunteers of the project.

### **KEY RESULT AREAS**

#### ***Program Service Delivery***

Implement Queensland specific and national education/ prevention programs for gay men and other men who have sex with men who may be at risk of contracting HIV, other sexually transmissible infections (STI's), and other Blood Borne Viruses (BBV's). This will include:

- Development of campaigns and health promotion material for PrEP, PEP, TasP, testing and treatment options for men who have sex with men.
- Planning and conducting outreach education at sex on premises venues (SOPV's), LGBTI venues, community groups and other LGBTI community locations.
- Recruitment, training, rostering and management of sexual health volunteers to conduct outreach.
- Liaison with community groups and other relevant services that gay men and men who have sex with men regularly access.
- Developing and conducting peer education activities, such as workshops and forums.
- Responding to telephone & other information requests relating to sexual health.
- Assisting with the development of information sessions.
- Producing articles for publication in regional media, and throughout social media.
- Co-ordinating events and other health promotion initiatives.

***Strategy and policy***

Contribute to the development of strategy and policy by reporting on projects, keeping up to date with significant developments in HIV/AIDS and LGBTI health, identifying strategic issues, and contributing to the planning and policy development processes.

***Program co-ordination***

Coordinate the delivery of the sexual health project in North Queensland by contributing to effective communication, fostering a team environment, participating in quality assurance and evaluation processes, liaising with key stakeholders and representing the sexual health project externally as required.

***Financial resource management***

Contribute to the management of financial resources by monitoring expenditure and assisting with funding submissions.

***Other duties***

Other duties as assigned by the Manager, Sexual Health.

***Change in the key result areas***

These key result areas are subject to change by formal decision of the Manager, Sexual Health, consequent upon changes in the strategic direction of the Queensland AIDS Council.

## Selection Criteria - Health Promotion and Community Development Officer

The key selection criteria are ranked by percentage. Percentages indicate the importance of the criteria.

**You must respond to these Key Selection Criteria as part of your application.**

Weighting	Key Selection Criteria
30%	An ability to communicate and build rapport and trust with a range of people from diverse backgrounds.
20%	Experience or demonstrated capacity in managing volunteers, including: volunteer recruitment, training, rostering and support.
25%	An understanding of and sensitivity to issues affecting gay men and other men who have sex with men, people living with HIV, and the wider LGBTI community.
25%	An ability to plan, implement and evaluate health promotion campaigns and materials targeting gay men, and men who have sex with men.

### ***OTHER REQUIREMENTS***

- Regular work outside normal business hours is required.
- Current driver's licence.
- Intra and interstate travel is required
- Eligibility for a Blue Card from the Commission for Children and Young People and Child Guardian.