

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders.



Relationship Manager - Sydney

- One-year initial contract
- Help build LGBTQ inclusion across the Australian Health sector.
- Join a diverse and passionate national team who work hard to drive inclusion.

Join the Pride in Health + Wellbeing team and help Australian health, wellbeing and human service organisations deliver best practice LGBTQ inclusive care. Our Program and our Relationship Managers assist organisations of all levels with the making their services more LGBTQ inclusive to break down the barriers the community face in accessing services and to eventually improve the overall health of sexuality and gender diverse communities.

Pride in Health + Wellbeing sits within ACON's Pride Inclusion Programs alongside [Pride in Diversity](#) and [Pride in Sport](#).

[ACON](#) is Australia's largest LGBTQ health organisation, focusing on inclusion, diversity, health and wellbeing, HIV prevention and support services. We are a fiercely proud community organisation. For our entire history, the work of ACON has been designed by and for our communities. We provide a range of services designed to improve the health and wellbeing of our communities.

About you:

- Highly engaged, motivated, and proactive
- Excellent verbal and written communication skills
- Passionate about LGBTQ diversity and inclusion in the health, wellbeing and human services sector
- Ability to work independently and as part of a team
- Exceptional influencing and stakeholder management experience

Reporting to the Pride in Health + Wellbeing National Program Manager, our new Pride in Health + Wellbeing Relationship Manager will have a strong track record in relationship and stakeholder management and support as a trusted advisor.

About the Role

This role will be either full-time (38 hours per week) or 4 days per week, depending on the preference of the candidate and will be based in Sydney. The role will require working flexibly including some evenings and occasional weekends.

Salary

A competitive salary commensurate with skills and experience will be discussed, with the option to salary package a portion of your salary (up to \$30,000 gross-up value) tax-free.

This is a busy and highly rewarding role for a person with an interest in inclusive care, removing barriers to accessing services and the health of the LGBTQ community. We encourage people with lived experience of mental health, alcohol and drug use, family violence, homelessness, receiving disability support, or other care services to apply. We also encourage Aboriginal or Torres Strait Islander people, as well as people who are gender or sexuality diverse to apply.

Role Responsibilities

- To provide proactive advice, guidance and support to the assigned membership portfolio, including working with organisations to review their complete patient lifecycle including strategy development, policy and practice reviews, forms and databases, support and training, as well as providing advice and guidance to members completing the Health + Wellbeing Equality Index (HWEI).
- Proactively seek new membership opportunities, promoting the Pride in Health + Wellbeing Program
- To contribute to a strategic initiative or key divisional piece of work showcasing best practice, evidence-based work and collaboration with both subject matter experts and fellow colleagues
- Develop skills in the role of trusted advisor; build a strong strategic mindset; develop a consultative engagement mode of working with members alongside the ability to engage effectively with frontline staff and organisational management

More Information

For more information about the role please contact, Claire Allen, Pride in Health + Wellbeing National Program Manager at callen@acon.org.au or 0419 583 034.

All applications must include:

1. a completed ACON application form.
2. a document addressing both the essential and desirable selection criteria; and
3. your resume

Please download the Job Application Guide at www.acon.org.au/jobs

Applications close 11:50PM (AEST) 1 August 2022.

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, people with HIV, and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

www.acon.org.au

How do I apply?

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

2) Your Cover Letter outlining your Claim against the Selection Criteria

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

3) Your Resume

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

How does recruitment work at ACON?

There are five main steps in the process:

1) Application

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

2) Shortlisting

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

3) Interview

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

4) Offer

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

5) Acceptance and Commencement

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

How long does it take to hear back on my application?

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview. If you are not selected for an interview, you will receive an email informing you that your application was not successful on this occasion.