



## **POSITION DESCRIPTION**

**POSITION TITLE:** SAMESH Team Leader

**POSITION STATUS:** Full-time, ongoing, funding dependent.

**REPORTING TO:** Operational Reporting to the Director, Health Promotion, Policy and Promotion, VAC  
Site-based Reporting to the Director, Workforce Education and Development, SHINE SA

### **1. BACKGROUND**

The South Australia Mobilisation and Empowerment for Sexual Health (SAMESH) program is a partnership between SHINE SA and the Victorian AIDS Council (VAC). This partnership offers a uniquely innovative approach to HIV/STI prevention for priority populations in South Australia, as it combines the expertise of local knowledge and networks of SA's peak sexual health organisation, with the HIV-specific experience and community-led expertise and credibility of Australia's oldest AIDS council. Within the partnership VAC leads the policy support and implementation of the SA targeted HIV and STI Prevention program of activities, central to the work of SAMESH.

### **2. PRIMARY OBJECTIVES**

Within national and state STI & BBV policy frameworks and strategic directions of the Victorian AIDS Council (VAC), the SAMESH Team Leader will work effectively in a team environment and contribute to the development and delivery of effective and innovative health promotion strategies targeting gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities including Aboriginal and Torres Strait Islander people.

The Team Leader will provide a leadership role to the South Australian community response to HIV in working in partnership across government, non-government and private sectors to maximise the impact of the project objectives to improve health outcomes for the communities the program works with.

### **3. ORGANISATIONAL ENVIRONMENT**

#### **VAC**

The Victorian AIDS Council (VAC) grew out of and works closely with those communities most affected by HIV in Victoria.

VAC aims to improve the health and social and emotional well-being of HIV positive and gay, lesbian, bisexual and transgender (GLBT) communities, with a particular investment in bringing the HIV/AIDS epidemic to an end. To achieve this aim, VAC:

- Provide care, support and advocacy to the HIV positive community;
- Build the capacity of HIV vulnerable/at risk communities through preventative health strategies; and
- Advocate for social justice for the GLBT communities and improving their experience of the health service system.

#### **SHINE SA**

SHINE SA is the leading sexual health agency in South Australia working in partnership with government, health, education and community agencies and communities to improve the sexual health and wellbeing of South Australians.

Established in 1970 as the Family Planning Association of South Australia, today Shine SA is a leading not-for-profit provider of primary care services and community programs for sexual and relationships wellbeing. SHINE SA provides clinical and counselling services across several sites in the northern, southern and western regions of Adelaide, with a focus on our key communities of interest. These include people who are:

- people 30 years and under
- Aboriginal and Torres Strait Islander people
- lesbian, gay, bisexual, transgender and intersex people
- people with disabilities including mental health
- people from culturally and linguistically diverse backgrounds
- men who have sex with men
- sex workers
- people living with HIV
- people living in regional, rural and remote SA

SHINE SA conducts LGBTIQ+ inclusive workforce development education for doctors, nurses/midwives, community workers and teachers, and other workforces across SA.

While all SHINE SA operations and services are designed to be inclusive, the SAMESH program sits within a suite of SHINE SA services/programs targeting LGBTIQ+ people in SA including:

- GP on Hyde Clinic/57 Hyde Street (as a community space)
- Safe Schools Anti-bullying Initiative
- Trans Wellbeing Services
- Marriage Equality Counselling Service
- LGBTIQ/HIV & Rainbow Tick Workforce Education.

The organisation is governed by a skills-based voluntary board of directors and was the first organisation in SA to achieve Rainbow Tick accreditation.

#### **4. THE ROLE OF THE SAMESH TEAM AND THE SAMESH TEAM LEADER**

The SAMESH Program will deliver a range of preventative and health promotion strategies targeting gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities. These activities are set out in the SAMESH work plan. The framework of VAC education work is a combination of adult and peer education, health promotion, social marketing, community development, and cultural intervention.

SAMESH will implement its education strategies and campaigns through the activities not only of paid staff, but with the involvement of volunteers, and at times, other stakeholders.

The SAMESH Team Leader will lead the SAMESH Team in planning, developing, implementing and evaluating the strategic plan of the program. S/he will also contribute to the continuous improvement of the Team through the sharing of skills, knowledge and expertise. These responsibilities are to be undertaken in accordance with VAC objectives and values, within the strategic directions and policies set by the Board, and under the direction of the Director, Health Promotion and Policy.

This position is funding dependent. The program is currently funded for three years (with an additional one year option). The Team Leader position is a full-time appointment subject to a six month probationary period.

#### **5. KEY RESPONSIBILITIES**

##### **5.1 Working as part of a team**

The SAMESH Team Leader will be required to work in a team environment and contribute to the development and implementation of effective and innovative education activities. They will be required to contribute to the continuous improvement of the team and to be the public face of the program.

This will involve participation in all aspects of the planning and development of projects, taking responsibility for specific project tasks, and working with and assisting other team members in carrying out project tasks to ensure the efficient delivery of the SAMESH education outcomes. It will also involve sharing skills, knowledge and expertise within the SAMESH HPP team.

##### **5.2 Leadership**

Under the the professional, policy and campaign supervision of the Director of Health Promotion and Policy, and with the site-based oversight of the SHINE SA Director of Workforce Education and Development' the SAMESH Team Leader will be responsible for the delivery of the SAMESH Annual Work Plan as agreed with SHINE SA and SA Health.

The supervision, monitoring and managing staff performance; and identifying training needs and suggesting training and development for staff;

and;

Supporting the Director of Health Promotion and Policy in the ongoing planning, monitoring and reporting of the activities of the SAMESH team.

### **5.3 Planning and developing education strategies**

All health promotion program activities are developed within a policy framework that takes into account the Seventh National HIV Strategy 2014 – 2017 and the SA National HIV Implementation Plan and the Third National Sexually Transmissible Infections Strategy 2014 – 2017, associated SA Action Plans and the overall strategic direction of the organisation.

As part of the SAMESH team, the Team Leader will ensure that the Program's education strategies are consistent with this policy framework and are dynamic, innovative and effective activities which respond to and address the HIV-related health promotion issues for gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities. These issues will be addressed with a particular focus on sexually transmissible infection (STI) incidence and its relationship to HIV transmission risk as outlined in the SAMESH work plan.

To do this, the SAMESH Team Leader, under the supervision of the Director of Health Promotion and Policy will be responsible for guiding all aspects of project planning, development and evaluation. S/he will also be required to keep abreast of trends and changes in aspects of the epidemic, related research findings, and other social and cultural developments.

### **5.4 Delivering on the outcomes of the Program's education strategies**

It is the responsibility of the SAMESH Team Leader to contribute to the efficient delivery of the SAMESH education activities. S/he will be required to carry out specific project tasks and may be required to coordinate one or more of the Program's activities.

This may involve a range of tasks including developing promotional materials, writing articles, liaising with other stakeholders and service providers, designing and conducting group activities, recruiting and coordinating volunteers.

### **5.5 Reporting**

It is the responsibility of the SAMESH Team Leader to maintain (electronically) project and supervisory records and to ensure the flow of information within the team to enable the efficient functioning and the continuous improvement of the team.

### **5.6 Assessment and Evaluation**

Evaluation is a non-negotiable component of VAC education work. The SAMESH Team Leader, will be required to assess and evaluate current and planned activities against their relevance to current issues, and evaluate new strategies and projects as

implemented. Evaluation must feed back into improving service delivery and education practice to ensure the continuous improvement of the Team's activities.

### **5.7 Cross-Program Activity**

The SAMESH Team Leader may be required to work across the program to support various program activities. This will include:

- Media campaigns;
- Peer education;
- Outreach;
- Community engagement.

### **5.8 Working with stakeholders and other service providers**

In accordance with the SAMESH Work Plan, this collaboration will include SA Health, Clinic 275, and the key non-government agencies including Aboriginal Health Council SA, PEACE Multicultural Services, MOSAIC Counselling and Case Management, Sex Industry Network, Cheltenham Place, the RDNS HIV Enhanced Primary Care Coordination program, Positive Life SA, gay venue owners, other LGBTI organisations, and other relevant service providers and policy bodies.

They will be required to represent the SAMESH Program on external working groups and committees

### **5.9 Ensuring safe working environment**

As an employee of VAC the SAMESH Team Leader is responsible for ensuring a safe and healthy workplace by complying with the provisions of Section 25 of the *Occupational Health and Safety Act 2004* (Duties of Employees).

### **5.10 Other Activities**

The SAMESH Team Leader must undertake any other relevant duties as directed by the Director, Health Promotion and Policy and the Chief Executive Officer.

## **6. KEY SELECTION CRITERIA**

**6.1** Demonstrated ability to manage projects, budgets and staff, including supervision and performance review.

**6.2** Demonstrated ability to work effectively as part of a multi-disciplinary team to contribute to the development and delivery of education strategies, and to maintain and foster professional, harmonious working relationships that contribute to a motivating work environment.

**6.3** An understanding of gay male sexual scenes and their cultures, including a demonstrated sensitivity to the issues of, and willingness to work with, people living with HIV/AIDS, gay men, and other people and communities at risk.

**6.4** Demonstrated experience in working and engaging with volunteers including managing their work.

**6.5** Sound knowledge of HIV/AIDS, key effected populations, STIs and other BBVs transmission and treatments issues or an ability to acquire that knowledge within a short period of time.

**6.6** High level communication skills, including experience with the press and an understanding of the use of social media.

**6.7** Excellent interpersonal skills.

**6.8** Willingness and ability to work outside of conventional working hours.

**6.9** A current Drivers Licence

## **7. QUALIFICATIONS**

Tertiary qualifications in health promotion, social marketing or an appropriate discipline are desirable.

## **8. SALARY AND CONDITIONS**

- The salary and conditions of employment for this position are as stated in the Victorian AIDS Council Inc and Gay Men's Health Centre Inc Employment Agreement 2014.
- The salary for the position is currently \$86,853 per annum and will be subject to an Equal Remuneration National Wage increase applying to the SCHADS Award on 1 July 2018 and should the contract be extended, a further wage increase on 1 December 2018. Employer's contribution to superannuation (9.5%) is also paid.
- Salary packaging is available.
- 38 hours per week. Overtime is not paid and time in lieu provisions do not apply to this position. There will be some requirement to work flexible hours, including some early morning, evening and weekend meetings and other work-related commitments.
- Completion by VAC of a satisfactory police check.
- This appointment has been funded by SA Health and will be based in Adelaide, South Australia.
- VAC is an equal opportunity employer and as such all staff members are required to contribute to creating a non-discriminatory workplace.
- VAC provides a non-smoking workplace.
- This position is subject to a three (3) month probation period.
- This role may require inter and intrastate travel.

## 9. WORKPLACE HEALTH AND SAFETY

VAC provides a safe and healthy workplace, and as an employee of the organisation the all employees are responsible for contributing to this by complying with the provisions of Section 28 of the **South Australia** Work Health and Safety Act 2012 (Duties of Workers).

Approved by: Simon Ruth, Chief Executive Officer

Date December 2017