

Burnett Foundation Aotearoa

POSITION DESCRIPTION

Position	Policy and Science Manager
Employment Basis	Permanent, Full-Time (37.5 hours per week, 1.0 FTE)
Location	National Office, 31-35 Hargreaves St, St Mary's Bay, Auckland
Reporting to	Chief Executive
Direct Reports	Two direct reports being the Policy Advisor (0.8FTE) and the Research Officer (0.8FTE)
Team Purpose	<p>The Policy and Science Team exists to:</p> <ul style="list-style-type: none"> - Enable a supportive policy and information environment for the delivery of the Burnett Foundation Aotearoa Strategic Plan. - Ensure that Burnett Foundation Aotearoa policy positions and advocacy activities are driven by public health principles and based in evidence. - Provide information and data for planning, targeting, and evaluating Burnett Foundation Aotearoa programmes and services.
Key Internal Relationships	<ul style="list-style-type: none"> • Chief Executive • Policy and Science Team • Finance and Administration Manager • Burnett Foundation Aotearoa Managers and Team Leads
Key External Relationships	<p>Key organisations and individuals relevant to Burnett Foundation Aotearoa goals in the areas of policy, science and research. This may include but is not limited to:</p> <ul style="list-style-type: none"> • Funders, including the Ministry of Health • Ministry and Government officials • The AIDS Epidemiology Group • Members of the HIV Forum • Other rainbow health organisations • Academic researchers, particularly the Burnett Foundation Aotearoa Research Fellow
Role Purpose	<p>The Policy and Science Manager will:</p> <ul style="list-style-type: none"> • Recruit, induct, lead, and manage the Policy and Science team. • Ensure policy positions and engagement are high quality and reflect the policy and advocacy needs of Burnett Foundation Aotearoa. • Support strategic and operational decision making with analysis of the currently available local data and broader scientific, medical, research and policy literature. • Working in collaboration with the Chief Executive, develop and support the implementation of Burnett Foundation Aotearoa advocacy agenda • Develop and maintain relationships with relevant individuals and organisations to advance Burnett Foundation strategic objectives.

Who we are

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 30 years, a history we're very proud of.

With the same passion and commitment as those who came before us, we are working hard to prevent transmission, reduce stigma and maximise the wellbeing of those most affected.

Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.

As a registered charity, our work is made possible through funding from the Te Whatu Ora, passionate trust foundations and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions where people living with or affected by HIV flourish.

Key Areas of Responsibility and Ownership

Organisational Leadership

- Provide leadership to ensure the Policy and Science function is best positioned to deliver on the Burnett Foundation Aotearoa strategic plan, responds to new evidence and is valued and respected internally and externally.
- Actively support the Chief Executive and other managers in creating and promoting positive culture within the organisation to support organisation-wide thinking and improved ways of working across teams.
- Work closely with other managers to collectively ensure activities and plans are aligned with organisation strategy and achievable within available resources across teams.

Management

- Develop, implement, and monitor annual operating plans for the Policy and Science function. Contribute to the development of the organisational strategic plan.
- Manage staff to ensure they are well supported to succeed in their roles and achieve agreed outcomes. This will include recruitment, induction, training, coaching, development, and performance management. Ensure adequate staffing levels to respond to changing demand patterns.
- Develop expense budgets and manage expenditure.
- Ensure plans are informed by high quality data and a culture of evaluation is built into services and activities
- Contribute to regular reports on progress against KPIs and the annual operating plan for the management team, funders and Burnett Foundation Aotearoa Board.

Quality Policy and Information Systems

- Lead and support the collection, collation and interpretation of relevant data and information to develop the most appropriate analyses from a range of sources.
- Develop and ensure the quality of information systems in the Policy and Science Team, spanning Burnett Foundation Aotearoa teams and outside organisations when necessary.
- Lead (and/or support in the team) specialist and complex analyses of quantitative and/or qualitative datasets to inform operational decision making and tracking progress towards strategic goals.

Expert Policy and Science Advice

- Ensure that policy positions and advocacy engagement are high quality and reflect the policy and advocacy needs of the Burnett Foundation Aotearoa Strategic Plan.
- Ensure that strategic and operational decision making is based on analysis of relevant HIV scientific, medical, research and policy literature.
- Act in an expert advisory capacity on HIV and sexual health public health knowledge, standards, and practice.
- Contribute to national and local policy setting reports on the health of Burnett Foundation Aotearoa priority populations.

Relationships and Partnership
<ul style="list-style-type: none"> Continually build and enhance partnerships with individuals and agencies that enhance the policy and science objectives of Burnett Foundation Aotearoa. In collaboration with the Chief Executive, manage the relationship with the Burnett Foundation Aotearoa Research Fellow. Develop and maintain links with academic centres and other organisations and bodies as appropriate to ensure the work of Burnett Foundation Aotearoa is based on a sound research and evidence base.
Self-Development
<ul style="list-style-type: none"> Through the Performance Review process, establish personal/professional development needs/goals that support success in the role of Policy and Science Manager.
Safety and Wellbeing
<ul style="list-style-type: none"> Proactively support the creation of a positive safety and wellbeing culture at Burnett Foundation Aotearoa. Ensure a clear understanding and knowledge of safety and wellbeing policies and procedures. Ensure a clear understanding of the hazards and control measures associated with daily operations. Contribute to a positive and inclusive work environment, one that respects each other and values diversity.
Any other reasonable task which is consistent with the overall purpose of the position.

Skills, Experience & Qualifications	
Essential	<ul style="list-style-type: none"> Knowledge and experience of the HIV, sexual health, and broader public health context in New Zealand. Experience in designing and/or implementing quantitative and qualitative research projects Experience in designing and/or implementing quantitative research projects. First class communication skills, with an ability to translate academic literature and research for a range of audiences Proven influencing skills Demonstrated ability to lead and manage a team. Previous experience managing budgets. Demonstrated involvement with, understanding of and commitment to, the gay and bisexual communities within New Zealand. Knowledge of sexual health issues and specific health issues facing men who have sex with men in New Zealand. Ability to work effectively in a team environment as well as work effectively independently.
Preferred	<ul style="list-style-type: none"> Experience informing programme design and evaluation Knowledge of New Zealand human rights legislation, legislative processes and the policy environment. Experience in developing and/or implementing advocacy campaigns. Lived experience in one or more of Burnett Foundation Aotearoa current or emerging priority populations (men who have sex with men, rainbow communities, people living with HIV, Māori, people from high HIV prevalence countries). Knowledge and/or experience of the not-for-profit sector.
Technical / Practical	<ul style="list-style-type: none"> Ability and willingness to work flexible hours. Understanding and ability to manage personal/professional boundaries. Excellent oral and written skills in English.

Cultural Responsiveness	We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.
Qualifications	A formal tertiary qualification in relation to at least one of: Science, Social Science, Population/Public Health, Politics, Law, Health Economics OR Equivalent work experience may be considered in lieu of a tertiary qualification.