

POSITION DESCRIPTION

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| Employee | Vacant |
| Position | Innovation Lead |
| Employment Basis | 18-month fixed term, Full-time (37.5 hours per week) |
| Location | Burnett Centre, 35 Hargreaves St, Ponsonby, Auckland |
| Reporting to | Services & Outreach Manager, with a dotted line to the Chief Executive |
| Role Scope | |
| Direct Reports | N/A |
| Team Purpose | <p>The Burnett Foundation Aotearoa Services and Outreach Team contributes to the Foundation's work in the areas of developing individual skills, building the strength of communities, and enhancing the capacity of the health workforce to meet the needs of those we serve.</p> <p>The team achieves this through the provision of HIV and STI testing and support, therapeutic and support services, peer-led group programmes, and education. We deliver programmes and services from our three offices and we also partner with likeminded organisations to maximise the impact of our work.</p> |
| Key Internal Relationships | <ul style="list-style-type: none"> • Chief Executive • Services and Outreach Team • Policy and Science Team • Marketing Team • Salesforce Administrator |
| Key External Relationships | <p>Key organisations and individuals relevant to Burnett Foundation's goals in the areas of service and outreach include:</p> <ul style="list-style-type: none"> • <i>Co-design consultant or contractor</i> • <i>Communities affected by HIV, especially sexually adventurous men who have sex with men (MSM)</i> • <i>Sexual health and infectious diseases services</i> • <i>GPs, Nurses, Māori health providers and other key primary care providers</i> • <i>Other community organisations in the HIV / sexual health sector</i> • <i>Relevant hapu and iwi organisations</i> • <i>Venues, organisations and operators that cater to MSM and wider rainbow community</i> |
| Role Purpose | <p><i>Lead the delivery of key planned projects including:</i></p> <p>Scaling up HIV and STI self-testing service. This includes leading a co-design process with service users to optimise the end-to-end service experience, establishing new distribution channels, and raising awareness of the service to increase demand.</p> <p>PEP and PrEP service innovation. Develop an innovative service offering, through partnerships, that removes barriers and improves access to PEP and PrEP. Ensure seamless pathways for clients accessing HIV self-testing into these related services.</p> <p>Champion community-led models of access for PEP and PrEP. Create a national symposium that fosters community and clinical discussion and debate to scale up</p> |

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| | <i>PrEP access. The desired outcome being a collaborative approach to accessible, simplified, de-medicalised and peer-led PEP and PrEP delivery.</i> |
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Who we are

Kia whakatōmuri te haere whakamua

I walk backwards into the future with my eyes fixed on my past

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) have been at the forefront of HIV prevention in Aotearoa for nearly 40 years.

With the same passion as those who have come before us, we're continuing to work hard to prevent HIV transmission, reduce stigma and maximise the wellbeing of those most affected. We are also growing into new areas of work to support rainbow and takatāpui to have great sexual health. Through our community engagement, behaviour-change marketing campaigns, testing and therapeutic support services, we seek to reach people across the regions and wider country.

As a registered charity, our work is made possible through funding from 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

Project Management

- Oversee and manage the delivery of complex project plans that support service innovation, and ensure timely completion of deliverables
- Apply project management tools and principles to define and monitor key results, document and monitor timelines, and resolve risks and barriers
- Efficiently and effectively allocate resources and delegate responsibilities to support initiatives, achieve milestones, and drive action.
- Review project status frequently, analyse and troubleshoot results, and remain flexible throughout the project's life cycle to accommodate project pivots and iterations.
- Monitor and update project plans and records to ensure teams and stakeholders are well-informed of task assignments, deadlines and project status.
- Analyse and, as appropriate, act upon new concepts, trends, and science that support the objectives of the projects
- Develop and maintain professional relationships with internal and external stakeholders and continuously seek to build new positive relationships with appropriate parties/organisations.

Workforce development and education

- Review current workforce development offerings from Burnett Foundation Aotearoa
- Utilise key insights and data gained through codesign processes or stakeholder engagement to identify workforce development gaps.
- Assist in the production of professional and accurately referenced educational offerings or programmes
- Support knowledge translation and key priorities in workforce development in the organisation.

Relationships and Partnership

- Continually build and enhance partnerships with individuals and agencies that can enhance and support the project objectives

Cultural Responsiveness

- Ensure projects outcomes are responsive to the needs of MSM, with a particular focus on the needs of Takatāpui and new migrant MSM

Health & safety and Wellbeing

- Proactively support the creation of a positive health and safety culture at Burnett Foundation Aotearoa
- Ensure a clear understanding and knowledge of health and safety policies and procedures
- Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation Aotearoa
- Contributes to a positive and inclusive work environment, one that respects each other and values diversity.
- Proactively ensures the wellbeing of other team members through compassion and care.

Any other reasonable task which is consistent with the overall purpose of the position.

Skills, Experience & Qualifications

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| Essential | <ul style="list-style-type: none"> • <i>Proven ability to manage multiple competing projects through to completion and evaluation</i> • <i>Demonstrated experience in developing and implementing targeted health provision and promotion projects/programmes, preferably in an MSM context.</i> • <i>Understanding of the communities most impacted by HIV in Aotearoa, preferably including an understanding of the issues facing MSM and how these impact on HIV risk and broader sexual health.</i> • <i>Proven examples of building and maintaining stakeholder relationships that mobilise communities and advance the goals of an organization.</i> • <i>Demonstrated leadership in health promotion or public health.</i> • <i>Ability to prioritise work effectively, manage changing and conflicting demands</i> • <i>Ability to work effectively in a team environment as well as work effectively independently</i> • <i>An acceptance of sexual diversity, sensitivity to the special health needs of men who have sex with men, and the creation of a working environment supportive of takatāpui, bisexual, transsexual, lesbians and gay men.</i> |
| Preferred | <ul style="list-style-type: none"> • <i>Knowledge of sexual health issues and specific health issues facing men who have sex with men in New Zealand</i> • <i>Knowledge of issues relating to HIV and AIDS</i> • <i>Previous experience in HIV prevention work and/or MSM sexual health</i> • <i>Previous work experience in public health and/or behaviour change marketing</i> |
| Technical / Practical | <ul style="list-style-type: none"> • <i>Full and current driver's license</i> • <i>Ability to work flexible hours</i> • <i>Understanding and ability to manage personal/professional boundaries</i> • <i>Excellent oral and written skills in English</i> |
| Cultural Responsiveness | <ul style="list-style-type: none"> • <i>Ability to work with Māori and people from a range of other cultures.</i> • <i>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.</i> |
| Qualifications | <ul style="list-style-type: none"> • <i>3 years of relevant qualifications and/or experience in the area of Innovation/Project Management</i> |