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**POSITION DESCRIPTION**

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Employee	Vacant
Position	Policy and Science Manager
Employment Basis	Permanent, Part-Time (30 hours per week, 0.8FTE)
Location	National Office, 31-35 Hargreaves St, St Mary's Bay, Auckland
Reporting to	Chief Executive with a dotted reporting line to the General Manager
Direct Reports	Two direct reports being the Senior Policy and Advocacy Officer (0.8FTE) and the Science and Information Officer (0.6FTE)
Team Purpose	<p>The NZAF Policy and Science Team exists to:</p> <ul style="list-style-type: none"><li>- Enable a supportive policy and information environment for the delivery of the NZAF Strategic Plan.</li><li>- Ensure that NZAF policy positions and advocacy activities are driven by public health principles and based in evidence.</li><li>- Provide information and data for planning, targeting, and evaluating NZAF's programmes and services.</li></ul>
Key Internal Relationships	<ul style="list-style-type: none"><li>• Chief Executive</li><li>• General Manager</li><li>• Policy and Science Team</li><li>• Finance and Administration Manager</li><li>• NZAF Managers and Team Leads</li></ul>
Key External Relationships	<p>Key organisations and individuals relevant to NZAFs goals in the areas of policy, science and research. This may include but is not limited to:</p> <ul style="list-style-type: none"><li>• Funders, including the Ministry of Health</li><li>• Ministry and Government officials</li><li>• The AIDS Epidemiology Group</li><li>• Members of the HIV Forum</li><li>• Academic researchers, particularly the NZAF Research Fellow</li></ul>
Role Purpose	<p>The NZAF Policy and Science Manager will:</p> <ul style="list-style-type: none"><li>• Recruit, induct, lead, and manage the NZAF Policy and Science team.</li><li>• Ensure NZAF policy positions and engagement are high quality and reflect the policy and advocacy needs of NZAF.</li><li>• Support NZAF strategic and operational decision making with analysis of the currently available local data and broader scientific, medical, research and policy literature.</li><li>• Develop and maintain relationships with relevant individuals and organisations.</li></ul>

## Who we are

The New Zealand AIDS Foundation (NZAF) 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 HIV 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 Ministry of Health, 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 NZAF's strategic plan, responds to new evidence and is valued and respected internally and externally.
- Actively support the Chief Executive and General Manager in managing and promoting culture change within the organisation to support organisation-wide thinking and ways of working 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 NZAF 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 NZAF 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 NZAF policy positions and advocacy engagement are high quality and reflect the policy and advocacy needs of the NZAF Strategic Plan.
- Ensure that NZAF 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 STI public health knowledge, standards, and practice.
- Contribute to national and local policy setting reports on the health of NZAF's priority populations.

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

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