

AIVL CEO CANDIDATE PACK

Closing Date 3rd March 2023

About AIVL

Australian Injecting and Illicit Drug Users League (AIVL) is the Australian national peak organisation representing state and territory peer-based drug user organisations and issues of national relevance for people with lived experience of drug use.



AIVL's purpose to advance the health of people who use / have used illicit drugs includes a primary focus on reducing the transmission and impact of blood borne viruses (BBV) including HIV and hepatitis C. This is achieved through the effective implementation of peer education, harm reduction, health promotion, and policy and engagement strategies at the national level, including for those accessing drug treatment services. [Find out more about AIVL here.](#)

CEO Role

Reporting to the Board, the Chief Executive Officer (CEO) will lead the vision for the future and be fully accountable for all aspects of AIVL through leadership which demonstrates strong values, ethics, and responsible governance practices. The CEO will shape the vision and update the strategy for the organization working closely with the Board and staff and creating opportunities to build engagement with AIVL member networks and key external stakeholders including government departments.

You will manage a small team of staff dispersed across Australia and where feasible embedded within member organization offices. You will help consolidate an open, transparent, and accountable environment, ensuring you build on the capability of the team as a trusted role model who drives and enables high performance. There is considerable scope for you to shape how the team works, leverage the considerable capabilities across the AIVL network, and boost fundraising, partnerships, and organisational influence.



CEO attributes

1 Board engagement and support

- Cultivate a strong and transparent working relationship with the Board, ensuring open communication about the measurement of financial, programmatic, and other performance against applicable strategic priorities and operational plans
- Support the Board by providing reliable information and advice on key issues and concerns impacting on AIVL and/or the broader BBV, sexually transmissible infections (STI) and alcohol and other drugs (AOD) sectors in Australia in a timely and professional manner
- Seek endorsement and/or approval from the Board for business plans and key strategic activities

2 Strategic leadership

- Provide leadership and direction to ensure the continued development and management of a professional and efficient organisation

- Negotiate new and diverse funding opportunities and lead processes to ensure KPIs are fit for purpose and achievable.
- Develop, implement, and drive a vision for the future of Drug User Organisations in Australia
- Develop, in consultation with the Board, strategic priorities that have the capacity to respond in a positive and proactive manner to changing environments and circumstances
- Develop operational plans to achieve the agreed strategic priorities and consult relevant stakeholders, including member organisations during development, implementation, and review

3 Key stakeholder management, liaison, and lobbying

- Foster and enhance strategic stakeholder relationships with key external parties including research centres and representative bodies in the BBV, STI, AOD, and related sectors
- Undertake, in conjunction with the AIVL Board and others as relevant, lobbying, influencing, awareness raising, persuading, and negotiating activities to achieve AIVL's purpose and objectives
- Develop and implement government liaison activities that are consistent with the strategic priorities and operational plan and further the primary purposes of AIVL
- Represent AIVL at government and BBV, STI and AOD sector meetings and in other relevant meetings, forums, and conferences
- Manage relationships with internal and external stakeholders to resolve complex negotiations and promote strategic alliances

4 Communicate and liaise with AIVL member organisations

- Communicate positively and effectively between jurisdictional AIVL member organisations and AIVL, including regarding roles and responsibilities in a federated system of membership
- Work with member organisations to identify and coordinate responses to issues of national significance for people who use drugs
- Work with member organisations to coordinate shared responses to strategic and operational challenges for member organisations and AIVL across jurisdictions and nationally

5 Profile and image

- Market and promote AIVL nationally with a view to maintaining and building on its profile and credibility
- Promote AIVL's high-level policy and government work and its strategic role in identifying and positioning itself in relation to current and emerging issues for the



BBV, STI and AOD sectors

6 Operational management

- Provide strong leadership and direction in the recruitment and management of national office staff, using contemporary human resource management practices
- Develop and embed a 'values-based culture' throughout the national office
- Exercise sound financial planning and management of the AIVL budget whilst ensuring the organisation is financially sustainable, including through maintaining and building on ongoing government funding
- Ensure the organisation is efficiently run with fully documented procedures and systems in place linked to strong business controls and reporting mechanisms
- Ensure compliance with all relevant legislation and regulations, and be accountable for the safety of staff

Selection Criteria & Capabilities

Essential Criteria

Please address the following three essential criteria items within your application, clearly outlining the criterion and your response:

1. Lived experience of issues relating to the marginalisation, stigmatisation and discrimination of people who use drugs, and a thorough understanding of how these issues impact the health and wellbeing of the community
2. Demonstrated experience working within the community sector with a preference given to working within a peer organisation
3. A strong demonstrated commitment to promoting and progressing the human rights and health equity of people who use drugs
4. Demonstrated strategic leadership or management skills (preferred) or relevant qualifications, incorporating a collaborative style, including:
 - Advanced strategic, analytical, problem solving, management and planning skills

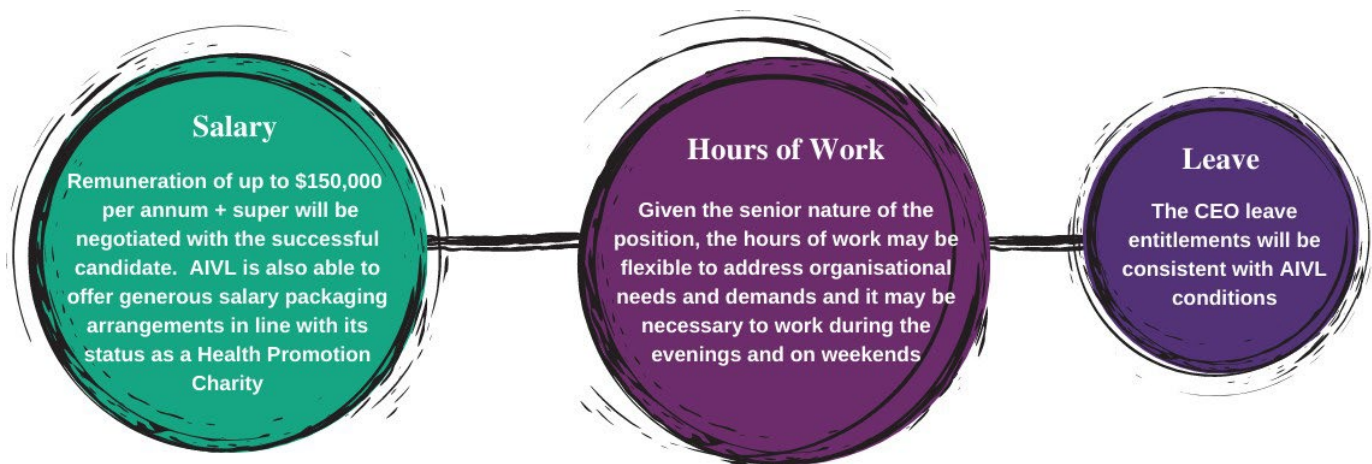
Desirable

The following should also be addressed as part of your application:

- Demonstrated ability to facilitate the production of high-quality work in a dynamic environment
- Advanced communication skills and solid representational experience including the ability to consult, negotiate, and work effectively with a variety of internal and external stakeholders, including:
 - Proven outstanding presentation and communication skills, with demonstrated experience managing all forms of media
- A demonstrated understanding of the workings of government and public policy development and change processes, including:
 - Experience in engagement and conducting public policy change, community awareness, behaviour change, and public relations campaigns
- Contributing to the strategic direction, including fostering a productive and resilient culture
- Extensive senior management background including working closely with a Board is essential, including:
 - Experience in working within a federation or membership-based organisation
 - An applied understanding of contemporary corporate governance and risk management practices
 - A successful track record of overseeing the operations of an organisation
- Tertiary qualifications in a relevant field (e.g. health, communication, social sciences)

Key Terms of Appointment

Detailed terms and conditions of appointment will be negotiated with the successful candidate and outlined in a contract of engagement. These terms and conditions of appointment will feature the following key terms:



Other requirements

The following specific requirements apply to this position:

- This position is nationally based and therefore the successful candidate does **not** need to re-locate to the ACT to undertake the role
- The CEO may be required to undertake interstate and international travel
- The CEO will be required to hold a current driver's license

Application

Please submit your resume, cover letter and a document addressing your suitability against each of the "Selection Criteria and Capabilities" - set out in the application pack.

The closing date for applications is Friday 3rd March 2023. Please address any enquiries to Geoff Manu (Acting CEO AIVL) geoffm@aivl.org.au or Chris Gough (President AIVL) chrisg@cahma.org.au.

Please submit your application via email to info@aivl.org.au

Submit your application via email to info@aivl.org.au