

Burnett Foundation Aotearoa

POSITION DESCRIPTION

Employee	Vacant
Position	Research and Policy Officer
Employment Basis	Permanent, 0.8 FTE (30 hours per week) - 1.0 FTE (37.5 hours per week)
Location	National Office, 31 Hargreaves St, St Mary's Bay, Auckland
Reporting to	Head of Policy, Advocacy & Science
Direct Reports	N/A
Team Purpose	<p>The Burnett Foundation Aotearoa 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 policy positions and advocacy activities are driven by public health principles and based in evidence. - Collate evidence, information and data for planning, targeting, and evaluating prevention activities aimed at ending the local transmission of HIV and other STIs.
Key Internal Relationships	<ul style="list-style-type: none"> • Burnett Foundation Leadership Team, Managers and Team Leads • Burnett Foundation staff across all teams and centres
Key External Relationships	<p>Key organisations and individuals relevant to Burnett Foundation Aotearoa's goals in the areas of policy and research. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Key contacts at the relevant Ministries and other government bodies • Relevant Members of Parliament, local government bodies and officials • The AIDS Epidemiology Group, University of Otago • Institute of Environmental Science and Research (ESR) • Sexual Health and Infectious Disease Clinicians • Rainbow Support Collective members • Members of the National HIV Forum • Academic researchers, particularly the Burnett Foundation Aotearoa Research Fellow • HIV partner organisations • Members of the public seeking information
Role Purpose	<ul style="list-style-type: none"> • Produce high quality policy advice and government submissions that reflect Burnett Foundation's position across all areas of the Strategic Plan. • Gathering, synthesising and analysing information and data relating to service provision and key populations. • Work closely with the Head of Policy, Advocacy & Science and Chief Executive to develop and maintain strong relationships across the government and public health sector.

Who we are

Burnett Foundation Aotearoa (previously known as the New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for nearly 40 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 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, and rainbow and takatāpui people enjoy great sexual health.

Key Areas of Responsibility and Ownership

Research and Information

- Gather and, when appropriate, enquire for information relevant to the work of Burnett Foundation.
- Assist Burnett Foundation Staff seeking scientific evidence and information.
- Upon request, collate and synthesise relevant evidence to assist in the provision of advice to the Burnett Foundation Board, Chief Executive, Leadership Team, and other relevant staff.

Evaluation and Analysis

- Conduct data analysis to support the assessment of programmes, services, campaigns, and policies, and develop measures to assess the effectiveness of interventions.
- Identify gaps and needs in evidence and information resource provision with the Head of Policy, Advocacy and Science.

Policy Advice

- Draft high-quality policy advice, submissions and position statements on legislative or other public policy issues relating to HIV and AIDS prevention and healthcare, for the Burnett Foundation's Head of Policy, Advocacy & Science, Chief Executive, Board and other relevant bodies.
- Ensure high quality advice is based on analysis of current scientific research that reflect the goals of the Burnett Foundation's Strategic Plan, and that it has been developed in consultation with relevant Burnett Foundation's team or community members, and is consistent with the principles and values of the Burnett Foundation's Strategic Plan.
- Provide advice to people living with or affected by HIV regarding their rights when interacting with the health system and other government departments.

Advocacy

- Support the development and implementation of advocacy plans to further Burnett Foundation's objectives in relation to the health of people living with or at risk of HIV.
- Support Chief Executive and Head of Policy, Advocacy & Science in developing and maintaining relationships with key stakeholders within the health system and national and local government.

Internal relationships and support

- Respond to Burnett Foundation staff information requests that relate to the development and/or delivery of specific activities under the Burnett Foundation Strategic Plan.
- Assist Burnett Foundation staff in developing evidence-based project evaluation.
- Establish and maintain relationships with staff across Burnett Foundation and contribute to the project meetings, where appropriate.
- Provide feedback on draft Burnett Foundation media releases and other internal documents as required.

Cultural responsiveness
<ul style="list-style-type: none"> • Ensure engagement strategies for men who have sex with men (MSM) include, and are responsive to, the needs of takatāpui and other culturally diverse communities.
Self-Development
<ul style="list-style-type: none"> • Through Burnett Foundation’s Performance Review process, establish personal development needs/goals that support success in the role of Research and Policy Officer.
Health & safety and Wellbeing
<ul style="list-style-type: none"> • Proactively support the creation of a positive health and safety culture at Burnett Foundation • 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 • 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"> • Experience for a minimum of 3 years in academic or community research, or policy. • Ability to think critically, synthesise, and effectively communicate complex scientific research across several disciplines. • Experience in evaluating projects, programmes and services. • Experience in developing government submissions, or public policy position statements that reflect the position of an organisation. • Knowledge of New Zealand legislative processes and policy environment. • Knowledge and experience in the field of public health and HIV and relevant policy issues. • Excellent computer literacy skills. • Ability to work and communicate effectively with the groups most impacted by HIV in New Zealand. • Self-motivated and able to perform effectively in a team environment or independently. • Ability to prioritise work effectively, manage changing and conflicting demands and expectations. • Professional approach to sexuality and sexual issues.
Preferred	<ul style="list-style-type: none"> • Lived experience in one or more of Burnett Foundation’s priority populations (men who have sex with men, people living with HIV, takatāpui, rainbow communities). • Knowledge of intersecting health challenges among people living with and primarily affected by HIV • Knowledge and/or experience of the not-for-profit sector. • Experience in policy work that challenges stigma and discrimination.
Technical / Practical	<ul style="list-style-type: none"> • Understanding of and ability to manage personal/professional boundaries. • Experience using Power Point for scientific/academic presentations • 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 postgraduate tertiary qualification in at least one of: Population/Public Health, Science, Social Sciences, Politics, Health Psychology, Law Health Economics, or similar.

Position Description Acceptance

I _____ (employee signature) _____ (date)

have read and agree to accept and work by the above Position Description.

I _____ (manager signature) _____ (date)

agree that this Position Description is accurate and current.