



# Hepatitis B Voices Australia

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## PROJECT OFFICER

### POSITION DESCRIPTION

<b>Position Title</b>	Project Officer
<b>Employment Type</b>	Contract, 12-14 months
<b>FTE</b>	0.5FTE
<b>Salary</b>	\$67,322 (inclusive of superannuation and leave-loading)
<b>Reports to</b>	Hepatitis B Voices Australia Board Director
<b>Location</b>	Remote (in Australia – preferably Victoria, New South Wales)
<b>Date of revision</b>	25/07/2025

## Hepatitis B Voices Australia

Hepatitis B Voices Australia (HBVA) is an independent, not-for-profit community peer-led organisation that supports, represents and advocates for the health and well-being of people affected by hepatitis B in Australia. HBVA launched in November 2022, and we are a ‘for community, by community’ organisation wholly led by people affected by hepatitis B.

HBVA’s vision is that the voices of people living with hepatitis B will be central in the response to hepatitis B and eliminating its impacts.

We amplify the voices of the affected community to eliminate the impacts of hepatitis B.

### Position Purpose

HBVA is seeking a Project Officer to support the codesign, development, implementation, and evaluation of a national, culturally tailored health promotion campaign to raise hepatitis B awareness and reduce its impacts in the Chinese and Vietnamese communities – promoting healthy behaviours, improving access and linkage to information, vaccination, testing, monitoring and treatment. The role will ensure timelines and deliverables are met while engaging respectfully with communities and stakeholders. The Project Officer will work collaboratively with project partners, community, and the National Campaign Reference Group (NRG) and oversee two peer navigators.

## Project Description

Hepatitis B is the most common blood-borne virus in Australia, with almost 220,000 people living with hepatitis B and eight Australians dying each week from hepatitis B-related complications (mainly liver cancer). As of 2022, while nearly 70% of people living with hepatitis B in Australia have been diagnosed, 153,034 people were not engaged in care, and 34,021 people eligible for treatment under current guidelines were not receiving it, contributing to preventable illness and death.

The Australian Government aims to eliminate hepatitis B as a public health threat by 2030, with the *4th National Hepatitis B Strategy 2022–2030 (Draft)* prioritising improved awareness and understanding of hepatitis B among priority populations, health services, and the broader community. However, Australia will not achieve its 2030 elimination targets unless communities most affected are aware of hepatitis B and are supported to access testing and linked to appropriate care and support.

Immediate action is needed to increase awareness, vaccination, testing, monitoring, and treatment.

To address this need, HBVA is partnering with the Burnet Institute to co-lead a national health promotion campaign aimed at raising awareness, reducing stigma, and increasing prevention, testing, monitoring, and treatment of hepatitis B within Chinese and Vietnamese communities in Australia. A key focus of this campaign will be to provide accurate, culturally appropriate messaging to reduce stigma and discrimination while enhancing community-led strategies and increasing collaboration with community-based organisations and health services that can engage and link people to care.

The project partners will co-chair a National Campaign Reference Group (NRG) to guide the design, implementation, and evaluation of the campaign.

The project will work in partnership with community organisations and health services to codesign and implement culturally and linguistically appropriate campaigns that drive healthy behaviour change and improve linkage to care across these priority communities.

The campaign has four phases:

- Phase 1: Informing codesign and campaign development
- Phase 2: Codesign workshops
- Phase 3: Campaign implementation
- Phase 4: Evaluation of impact and outcomes

To support this work, HBVA is recruiting a Project Officer to support the operational delivery of the campaign, working across all project phases to support needs assessment, codesign, implementation, recruiting and overseeing two peer navigators and evaluation activities in close collaboration with partners and communities.

## Key Responsibilities

<b>Phase 1: informing codesign and campaign development</b>	<ul style="list-style-type: none"> <li>Recruit and supervise two cultural peer navigators responsible for recruiting community participants to inform campaign design and delivery.</li> <li>Assist in coordinating the Project Team and NRG, including scheduling meetings, preparing agendas, and maintaining accurate records.</li> <li>Assist with the preparation and submission of ethics applications and related documentation.</li> <li>Lead the development and maintenance of the Project Plan, ensuring timelines and deliverables are tracked.</li> <li>Coordinate and contribute to needs assessment activities (e.g., surveys and interviews with affected communities, stakeholders/NRG/healthcare providers), including recruitment of participants, logistics, note-taking, and data collation.</li> <li>Lead the project coordination on behalf of HBVA including reviewing materials and providing advice, organising meetings and lead administration activities throughout the project.</li> </ul>
<b>Phase 2: using codesign workshops</b>	<ul style="list-style-type: none"> <li>Organise a series of co-design workshops with community members, including venue/virtual arrangements, participant communications, and preparation of materials.</li> <li>Co-facilitate workshops, including testing and reviewing campaign concepts and materials.</li> <li>Support the creative agency (subcontractors) overseeing the design of campaign messages and virtual assets.</li> <li>Document key insights from workshops to inform the NRG and ensure key learnings are incorporated into the Campaign Strategy and Implementation Plan (including the final Evaluation Plan).</li> <li>Support the Project Team in synthesising co-design outcomes into actionable campaign strategies and in discussions with the Health Department and Ageing.</li> </ul>
<b>Phase 3: implement the campaign</b>	<ul style="list-style-type: none"> <li>Support the rollout of the campaign, ensuring materials and activities align with the Campaign Implementation Plan.</li> <li>Assist with campaign logistics, stakeholder communications, and monitoring progress against milestones.</li> <li>Participate in campaign promotion and engagement activities to reach the target audience.</li> </ul>
<b>Phase 4: evaluate impact and outcomes</b>	<ul style="list-style-type: none"> <li>Support the NRG co-chairs in data collection and preparation of meetings and contribute to Progress and Evaluation Reports.</li> <li>Coordinate with the NRG to disseminate impact learnings and recommendations for future improvements.</li> </ul>

## Key Selection Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Strong organisational and time management skills with the ability to manage competing deadlines.</li> <li>• Experience with facilitating or supporting workshops or focus groups.</li> <li>• Proven experience in administration, project support and/or management, or governance support roles.</li> <li>• High-level written and verbal communication skills.</li> <li>• Proficiency in Microsoft Office and web content management systems.</li> <li>• Ability to manage multiple priorities and meet deadlines with minimal supervision.</li> <li>• Excellent interpersonal and communication skills, including experience engaging with diverse stakeholders.</li> <li>• Being proactive and taking initiative to ensure tasks are completely efficiently with limited supervision.</li> <li>• Discretion and professionalism in handling sensitive information.</li> <li>• Appropriate documented rights to work in Australia</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in health, public health, social sciences, or a related field, or equivalent experience.</li> <li>• Experience working in patient advocacy, community engagement, or healthcare settings.</li> <li>• Knowledge and/or experience in community-led, peer, lived experience sector</li> <li>• Knowledge of or interest in the hepatitis B sector.</li> </ul>
<b>Other Information</b>	<ul style="list-style-type: none"> <li>• Some evening or weekend availability may be required for Board or stakeholder meetings.</li> <li>• Working with Children Check and Police Check are required.</li> <li>• We particularly welcome applicants with lived experience of hepatitis B and/or with backgrounds in HBV priority populations</li> </ul>

## How to apply

Join a passionate and dedicated team and contribute to improving the lives of communities impacted by hepatitis B. Please send your resume and a brief cover letter addressing the selection criteria to A/Prof Thomas Tu, Board Vice-Chair and Secretary at [info@hepbvoices.au](mailto:info@hepbvoices.au). For questions about the application, please contact Thomas on 02 8627 3912.

**Applications close on Monday, 18th August 2025.**

Thank you for your interest in Hepatitis B Voices Australia. For further information, please visit <https://www.hepbvoices.au>.