

Position Title	Executive Officer (QuIVAA)	
Employment Status	Fixed term (12 months) / Full time	
Award Classification	Level 7 Social, Community, Health Care, and Disability Services Industry Award 2010	Location: Brisbane

QuIVAA is the Queensland peak body representing people who currently or have formally engaged in illicit drug use in Queensland. QuIVAA advocates for the health and human rights of people who use drugs.

People with a lived/living experience of substance use and Aboriginal and Torres Strait Islander are encouraged to apply for positions people at QuIVAA.

About the role

QuIVAA and QuIHN established a Peer Leadership working group in 2021 recognising a need to remember where we came from and the leaders that lay the foundations for delivery of fit for purposes services for people who use drugs.

Both boards value lived experience and want to reiterate the importance of feeling safe in the workforce. We have always employed people with lived experience, largely in our harm reduction services, but it is timely that we look at the structure of the organisation, ensure there are career pathways and have the voice of peers in every aspect of what we do.

The **Executive Officer** (EO) is responsible for leading the organisation across all key areas aimed at supporting the health and human rights of people who use (and have used) substances.

They will also be responsible for undertaking the development, leadership, and direction of QuIVAA activities; providing leadership and mentorship to a small team of project officers undertaking work to support the community:

- Strategy and Planning
- Leadership, People and Culture
- Financial Leadership and Performance
- Strategic Stakeholder Engagement

In addition to leading QuIVAA to undertake an outstanding quality of project work, The EO will hold extensive responsibilities for not only networking with a range of stakeholders but will represent QuIVAA at a range of conferences and committees across Australia. They will collaborate extensively with both peer drug consumers, identify funding opportunities, and ensure that state-based projects are being delivered in-line with issues experienced by people who use drugs in all parts of Queensland.

What we're looking for

Someone who is passionate about their work and the health outcomes of the broader community and can demonstrate:

- Tertiary qualifications in a related field i.e., health, social work, psychology, social sciences, human rights
- Demonstrated leadership skills and experience, with commitment to authentic leadership
- Thorough understanding of the challenges, marginalisation and stigmatisation that people who use drugs encounter
- Demonstrated commitment to promoting and progressing the human rights and health equity of people who use(d) drugs, with lived experience of illicit drug use
- Extensive knowledge of Harm Reduction Principals
- Ability to build relationships and opportunities within new and established networks
- Extensive project management experience
- Grant writing experience
- Highly developed communication skills, inclusive of the ability to consult, liaise, and work effectively with a variety of internal and external stakeholders
- Demonstrated ability to deliver presentations, across a range of different platforms
- Able to effectively use technology, inclusive of the Microsoft Office suite of applications, in addition to other online videoconferencing platforms
- Willingness to comply with the organisation governance policies, and code of ethical conduct

Other desirable attributes:

- Hold and maintain professional registration membership with a relevant professional association
- Previous experience in leadership role in a community services government-funded organisation
- Understand QuIHN and QuIVAA history and relationships
- A valid driver's license, and access to a registered roadworthy car that can be used for work purposes
- As this is a fixed term role for a period of 12 months, you might consider a secondment from your current role.

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Why work with QuIVAA

- Hourly rate from \$50.74, based on experience
- Public Benevolent Institutions Salary Packaging to increase your take home pay
- Depending on performance, individual preference and on occasion COVID restrictions, there will be opportunities to work from home in a hybrid model

To apply

To enable us to assess your merit, you should apply via email to allanab@quihn.org with:

- your current resume, including qualifications and employment history.
- a short statement (of no more than two (2) pages) demonstrating your experience in relation to the "About the Role" and addressing the criteria described in "What we're looking for"
- as well as outlining your motivation to join QuIVAA.