



Position Description: Drug Trends & Notifications Project Lead

Organisation	Harm Reduction Victoria
Project	Statewide Notifications Living Experience Advice Service
Role	Drug Trends & Notifications Project Lead
Employment type	Part-time, Fixed Term
Hours	0.6FTE (22.8 hours per week) + some on-call weekend, evening and public holiday work
Award	SCHADS Award Level 5.1
Contract period	Ends 30 June 2027

Note: This role will require some on-call, evening, and weekend work.

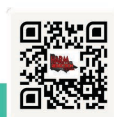
Project & Organisational Background

The Living Experience Advice Service, incorporating a Living Experience Community Reference Panel, is a new pilot project, funded by the Victorian Department of Health to resource Harm Reduction Victoria's (HRVic) involvement in a range of Drug Notification processes in Victoria. The implementation of a fixed-site and mobile drug checking service in Victoria from 2025 means that there are likely to be increased inputs and outputs for the Statewide Signal Group (SSG).

HRVic has partnered with the Victorian Department of Health on Drug Signals Risk Assessment processes for the EDNAV and RAPIDAV projects since 2020. HRVic provides community input to assist with understanding the potential impact of any signal or of contaminated drug supply on people who use drugs more broadly across Victoria, as well as advice and input on the tone, language and harm reduction advice required for any public notification.

HRVic is a community-based, membership-driven organisation, with a mission to advance the health and human rights of people who use illicit drugs and those on pharmacotherapy. We work to reduce stigma & discrimination faced by people who use drugs, and we strongly encourage people with a lived/living experience of illicit drug use – current, recent or past included – to apply.

The **Drug Trends & Notifications Project Lead** will provide expert advice from the perspective of people with lived and living experience (LLE) of substance use in support of a 24-hour turnaround of Victorian Drug Notifications.



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This is an **expanded function** to enable existing levels of expert living experience advice – currently provided during business hours by Harm Reduction Victoria through their core functions – to be available systematically on a 7-day-per-week basis, when needed. The role includes:

- Providing specialised living experience advice on drug related harms, patterns of drug use and emerging trends.
- Providing input into draft risk assessments, drug alerts/advisories and other products.
- Participating in the SSG as a key operational member.
- Engaging with the broader LLE community (or with broader LLE communities) to build capacity in that broader community (or, in those communities) and to get diverse perspectives when needed.
- Meeting urgent deadlines expected of a 7-day-per-week specialised on-call service.

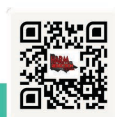
This position contributes to fulfilling the following Strategic Goals of HRVic:

Goal 1.3 Work with our communities to strengthen our advocacy and policy impact throughout society. **Goal 1.4** HRVic will support the activities of our communities and partners. **Goal 2.1** Highlight our innovations and expertise, and support the development of our organisation by documenting, evaluating and communicating our practices and programs.

Goal 2.2 Provide clear pathways and support for people to get involved and build their skills, in order to strengthen our entire team of volunteers, staff and leadership.

Core Duties

- Coordinate HRVic's involvement in a range of public health focused Early Warning and Drug Notification processes, advisory groups and meetings.
- Represent HRVic and diverse communities of people who use drugs in these forums.
- Provide specialised living experience advice on drug related harms, patterns of drug use and emerging trends.
- Provide input into draft risk assessments, drug alerts/advisories and other products.
- Participate in the Statewide Signals Group (SSG) as a key operational member.
- To develop public and community facing information about drugs, drug trends and harm reduction for our social media, website, programs, resources and WHACK! Magazine.
- Develop and oversee an LLE Community Reference Group comprised of people from diverse communities of people who use drugs, to ensure our advice and information is up to date and relevant to communities.
- Develop and oversee a roster of on-call expertise to support HRVic's participation in fast-turnaround drug notification and information dissemination.
- Produce reports and share information on trends with other HRVic programs and constituents.
- Partner and coordinate with collegiate programs such as SeshEd, PORI and other harm reduction programs.



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Team Duties

- Maintain a high level of professionalism in the conduct of all duties at all times.
- Liaise with other members of staff to ensure a cooperative approach to working.
- Attend and contribute to staff and other relevant meetings as required.
- Participate in professional development and staff training.
- Be an active and contributing member of the HRVic staff team.
- To assist with activities of HRVic and/or any other duties deemed consistent with the function of the position by the CEO and/or the Victorian Pill Testing Service's (VPTS) Fixed Site Operations Lead.

Key Relationships – Internal

VPTS Fixed-Site Operations Lead (Supervisor)

HRVic Leadership Group – contributor

DanceWize Project Lead

VPTS Events Services Operations Lead

Health Promotion Team

Relationships – External

Diverse Communities of people who use drugs

Statewide Signals Group & VPIC– Key Operational Member

Victorian Department of Health

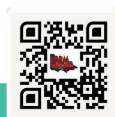
Victorian Pill Testing Service – Notifications Quorum and Sample Review

Prompt Response Network – Representative

Potent Synthetic Opioids Group – Representative

EDNAV – Representative

RAPID – Representative



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Selection Criteria

Essential

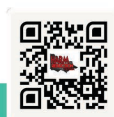
1. Personal lived or living experience of the health and social issues affecting the lives of PWU/ID;
2. An ongoing connection to the community of people who use drugs;
3. A demonstrated understanding of the social determinants of health, particularly for PWU/ID in Victoria;
4. Demonstrated experience working with people who use drugs in a peer role.
5. Demonstrated, up to date knowledge of illicit drugs, illicit drug use, diverse communities of people who use drugs.
6. A demonstrated ability to work quickly and support fast turnaround of information.
7. A demonstrated ability to communicate complex concepts and information to people who use drugs, in plain language via social media, written media and verbally.
8. An ability to develop a panel of living experience experts to support the project with in-depth knowledge of their using communities.
9. A demonstrated capacity to develop and manage multiple stakeholders in a project or program.
10. Well-developed interpersonal communication skills, including the ability to relate to people from diverse backgrounds and lifestyles with respect and understanding;
11. A proven record of excellent verbal and written communication, including a sound level of computer skills with experience in the Microsoft Office 365 suite.
12. Demonstrated experience in working autonomously with minimal supervision, prioritising workloads within a busy and demanding environment to agreed deadlines.

Desirable

1. Tertiary degrees and/or TAFE AOD qualifications will be considered but are not expected or required.
2. Experience working with the Victorian Pill Testing Service, EDNAV and/or RAPID.
3. Project Management experience.

Note: Due to the nature of our funding, we are required to undertake a Criminal Record Check and/or Working with Children Check for certain roles. A record check with disclosable outcomes does not automatically disqualify anyone from working at HRVic. Please do not let this stop you from applying. The nature of the record and its potential impact on the role will be considered by the organisation, and HRVic is committed to assist with the review of any checks within the short time frame required. If you have any questions or concerns about this process, please contact Jess Holcombe, HRVic's Finance & Operations Manager, on (03) 9329 1500.

HRVic is an equal opportunity employer and service provider and is a proud supporter and ally of all communities. We recognise that people who use drugs come from all cultures, all ethnicities, all genders, all economic 'classes' and all mental and physical abilities.



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Application Instructions

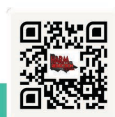
If you are interested in this role, please email the following to admin@hrvic.org.au with the subject line: **“Drug Trends & Notifications Project Lead”**.

- A CV, resume or summary of your work experience relevant to this role (volunteer work included and valued).
- A cover letter addressing key selection criteria and why you would like to work with us at Harm Reduction Victoria
- Respond to each of the selection criteria. Please keep this to 1500 words. **Applications that do not respond to the selection criteria will not be considered.**
- At least 2 references
- An up-to-date contact number and email address.

Applications will be open until midnight Sunday, 2nd August 2026

Only successful applicants will be contacted for an interview.

Please note: This position is currently filled on an interim basis and is now being advertised through our standard recruitment process. The incumbent is eligible to apply and will be considered alongside all other applicants. Selection will be based on merit against the advertised requirements.



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