



Position Description: Drug Checking Service, Fixed Site Operations Lead

Organisation	Harm Reduction Victoria
Project	Drug Checking Service
Role	Fixed Site Operations Lead
Employment type	Part-time (0.6FTE)
Hours	Variable
Award	SCHADS Award Level 5.0
Timing	August 2025 – June 2026

Position Overview

The HRVic Fixed Site Operations Lead is a dual role, and the successful candidate will be comfortable delivering harm reduction peer education in the drug checking environment, as well as overseeing a small team of General Drug Checking Harm Reduction Peer Workers in the drug-checking fixed-site being implemented as part of the Victorian Government's Victorian Pill Testing Service. The role will coordinate with the Drug Checking Director to ensure smooth operations and will be Harm Reduction Victoria's key operational contact at the fixed site. Responsibilities will include timesheet preparation, roster coordination, and other team leadership tasks. This position is envisaged as a leadership role and as the implementation trial progresses, the role may evolve.

Position Accountability:

As a new role, this position will initially report to Harm Reduction Victoria's Executive Group, including CEO (Chief Executive Officer), PSM (Programs & Services Manager), FOM (Finance & Operations Manager) and APM (Advocacy & Policy Manager). Reporting lines will be clarified with the successful candidate

This role will work directly with The Loops' Drug Checking Director to ensure the seamless day-to-day running of the Victorian drug checking service, and make sure the needs of people who use drugs (PWUD) who access this service are met.



Key Responsibilities

1. Operations

- a. Provide harm reduction interventions as a Harm Reduction Peer Worker as required, including:
 - Provide results of chemical analysis contextualised for individuals taking account of medical conditions, prescribed medication interactions and poly-substance combinations
 - Provide high quality harm reduction information and education in a non-judgmental and respectful manner.
 - Complete data entry relating to service delivery
- b. Provide support for General Drug Checking Harm Reduction Peer Workers (HRPWs) hired by HRVic in line with organisational requirements
- c. Ensure that accurate and timely reporting requirements are met
- d. Work with the HRVic Executive Group on operational budget maintenance
- e. Facilitate cohesion between HRPWs and other Victorian drug checking service staff.

2. Service Leadership

- a. Support HRVic to ensure that the drug checking service is guided by community needs and values, particularly through LLE representation in service planning, delivery and continuous improvement.
- b. Promote accessibility and inclusivity for all who engage with the service.
- c. Attend occasional meetings with consortium leadership, Department of Health and other stakeholders as required.

3. Human Resources

- a. Provide day-to-day coordination and support of HRPWs
- b. Ensure sufficient rostering schedules, timely & accurate timesheets and other payroll requirements are met
- c. Provide relevant individual support of HRPWs to achieve agreed objectives and goals
- d. Apply day-to-day management activities in-line with Human Resources delegations, policies & procedures of the organisation
- e. Oversee provision of HRVic HR services across the program (including onboarding, offboarding, payroll and administration), ensuring that regulatory and statutory requirements are met

4. Workforce Guidance and Development



- a. Provide line-management supervision to HRPWs, ensuring appropriate training and cultural safety training for all staff.
- b. Provide guidance on hiring and supporting HRPWs who will deliver peer-led harm reduction education and interventions, and referrals.

5. Communication

- a. Contribute to the development and implementation of any communication messaging ensuring HRVic perspectives are included.
- b. Ensure transparent and responsive internal communications to HRVic's GDCW Peer Workforce, working with consortium leadership on this, in a new and unpredictable service implementation environment.
- c. Contribute to the service's communications and reporting strategies.
- d. Contribute to, or delegate accordingly, the service's quorum decision-making around drug alerts and notifications.

6. Service User & Community Engagement

- a. Attend the Service User and Community Reference Group (SCRG).
- b. Attend the Drug Checking Service Advisory Group alongside other HRVic and TLA representatives.
- c. Ensure continuous service improvement in line with feedback from service users in collaboration with SCRG, Consortium Leadership and HRVic Executive Group.

7. Program Support and Development

- a. Inform referral processes to connect drug-checking service users with HRVic ancillary services such as DanceWize, needle and syringe programs, Take Home Naloxone, and other supportive services.
- b. Support and implement the integration of the drug-checking service with HRVic's existing services, ensuring it enhances rather than competes with existing peer services.

Key Selection Criteria

- Personal lived or living experience of the health and social issues affecting the lives of people who use/inject drugs (PWU/ID)
- 2 years full-time equivalent of operational management experience (Team Leader or above) in the provision of alcohol and other drug treatment or harm reduction services (see note).
- Experience in harm reduction peer work in community health, a community organisation, AOD service or related organisation, or experience in:
 - Community Engagement
 - Partnership Development



- Collaborative Practice and/or Advocacy in a community setting
- An understanding of the stigma and discrimination faced by people who use drugs, especially in obtaining healthcare, and a willingness to address these as they arise
- An understanding of, and a commitment to, the values and principles of harm reduction and a non-judgmental attitude towards people who use drugs
- Excellent organisational skills, including the ability to prioritise workloads and meet deadlines in a demanding work environment
- Well-developed interpersonal skills with the ability to build and maintain strong partnerships with a diverse range of stakeholders including government and community organisations
- Competent computer skills, including a functional knowledge of Word and Excel as well as common internet and email applications

Requirements:

- Criminal Record Check (see note)
- Working With Children Check (see note)

Application: Please submit the following documents to admin@hrvic.org.au by midnight Sunday the 10th of August

- Cover Letter addressing the Key Selection Criteria
- Resume of work and/or relevant volunteer experience

Notes:

This is a legislative requirement in the case of having to act in the Drug Checking Director's role, contact HRVic on (03) 9329 1500 or admin@hrvic.org.au to discuss further

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 taken into account 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 queries 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.