



<b>Position Title</b>	Senior Policy Coordinator (Rural)	<b>Reporting to</b>	Manager RACGP Rural
<b>Department</b>	RACGP Rural	<b>Direct reports</b>	Nil
<b>Classification</b>	Level E	<b>Employment Status</b>	Permanent Full-Time
<b>Position Number</b>	100500	<b>Date</b>	April 2019

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, *"Healthy Profession. Healthy Australia."* We provide skills and knowledge assessment, educational training and ongoing professional development for practising GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

## Your Team

RACGP Rural aims to facilitate the achievement of the RACGP's objectives by developing and delivering responsive and contemporary services to enhance the ability of general practitioners in regional, rural and remote communities to provide effective health care to their communities.

## Your Role

The Senior Policy Coordinator (Rural) is responsible for coordinating RACGP Rural policy and advocacy initiatives, relationship building and interventions in line with the RACGP's strategic priorities. The role is responsible for conducting research and providing high level advice on a range of emerging rural health policy and general practitioner education issues. The role is also responsible for overseeing governance of the Rural Council, Education Committee, and other representative committees and appointed positions, quality assurance and risk management for the Faculty.

## Key Responsibilities

1. Develop policy initiatives and responses to government and stakeholder enquiries in line with the organisations' strategic priorities.
2. Expand the Faculty's policy capacity, through the development of key policy briefs and discussion papers, submissions and related research.
3. Oversee and ensure effective governance of the Rural Council, Education Committee, and other representative committees and appointed positions
4. Manage the quality assurance and risk management of the Faculty ensuring that internal policies, procedures, and work instructions are compliant with the Education Quality Management System and other requirements of the organisation
5. Assist the Manager, RACGP Rural with the running of the Faculty as required including but not limited to, assisting with preparation of budgets and management of expenditure, coaching, mentoring, and supporting Faculty staff, representation at Faculty events and stakeholder meetings, day to day operational management of the Faculty in the absence of the Manager, RACGP Rural

## Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation

## Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP Staff:

RACGP Rural Team  
State and National Faculty Teams  
National Policy Team  
Media and Publications Teams  
Education Services and QI&CPD Teams

### Other:

RACGP Rural Board and sub-committees  
Faculty Membership,  
GPs, Government Officials (DoHA, HWA),  
Research Bodies (AIHW, PHC RIS),  
Rural Health Organisations (NRHA, RDAA),  
General Practice Networks (AGPN, UGPA)  
Medical Student networks (GPSN, NRHSN, AMSA)

## Key Selection Criteria

### Experience, knowledge and Skills

#### As a **suitable** candidate, you will have:

- Highly developed verbal and written skills with the ability to produce quality briefs analysing complex policy issues
- Knowledge of the health policy environment
- Experience with Boards and Committees and understanding and implementing governance arrangements
- Excellent research and analytical skills
- Experience in coaching, mentoring, and supporting staff
- Experience with quality assurance and risk management and working within with large organisation systems
- Ability to develop effective working relationships with a range of stakeholders
- Satisfactory police check.

#### As an **ideal** candidate, you will **also** have:

- Demonstrated knowledge and/or experience of working in a rural general practice or a rural healthcare environment
- Knowledge of development, design and/or delivery of public sector reform programs
- Understanding of the policy process at a strategic level with a detailed knowledge of and experience with the operations of government and government agencies
- Demonstrated capacity to exercise judgement, discretion and initiative within a politically sensitive and membership based environment.
- Experience working in and/or managing high performing teams

#### As a **suitable** candidate, you will have completed:

A relevant tertiary qualification in health, public policy, health policy, project management, education or a related field.

#### As an **ideal** candidate, you will have completed or progressing:

An appropriate post graduate qualification

## Workplace Behaviours

In your role, you are expected to:

Positively influence others

Be emotionally intelligent

Take initiative

Be flexible and adaptive

Focus on service

Strive for excellence

Make effective decisions

Demonstrate integrity

Be transparent

Be accountable

Be respectful

Collaborate

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

## Declaration

I \_\_\_\_\_ acknowledge that I have read and understood the Senior Policy Coordinator (Rural) position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

This Position Description is approved by:

H.R.:

  
(signature)

Date: 01/04/2019