

Position Description

Position Title	Government Relations Advisor	Reporting to	National Government Relations Manager
Business Unit	Advocacy and Policy	Direct reports	Nil
Classification	Level F	Date	January 2025

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees 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

The Advocacy and Policy Business Unit champions and facilitates high-quality general practice. This is achieved through involvement in quality initiatives and the development of standards, policy, resources and other tools to support GPs and their practice teams. The Advocacy and Policy Business Unit advocates for GPs through representation and development of RACGP policy on health sector reform. The Unit also undertakes advocacy on matters relating to the quality and safety of general practice care at both a clinical and practice level, and positions general practice to make a substantial contribution to emerging trends in the Australian healthcare sector.

Your Role

The Government Relations Advisor plays a pivotal role in supporting the RACGP's advocacy efforts, ensuring that the voice of general practitioners is heard and valued within all state and territory governments. As a key member of the Advocacy and Policy Business Unit, you will contribute to shaping healthcare policy, advancing the interests of GPs, and strengthening the general practice sector across Australia. By supporting the development of strong relationships with government representatives, stakeholders, and RACGP members and colleagues, you will help position the RACGP as a leading advocate for high-quality, accessible primary healthcare.

Key Responsibilities

Policy and Advocacy

- Working with RACGP's Regional Faculty Managers, and the National Government Relations Manager, support the development and execution of State government-focussed government relations and advocacy strategies in line with the RACGP Advocacy Plan 2024–25.
- Monitor and analyse the external environment to identify emerging political, policy and regulatory issues impacting general practice, providing actionable insights with the Regional Faculty Manager to shape RACGP's strategic advocacy within the region.
- Work with Regional Faculty Managers to develop innovative approaches to promote RACGP advocacy objectives to government and key stakeholders.

Stakeholder Engagement

- Support the RACGP Regional Faculty Chairs and Managers to establish and maintain high-level relationships with key stakeholders including relevant State Government Ministers, other elected members and their staff, departmental officials, and other external stakeholders.
- Attend meetings, consultations and forums to ensure RACGP advocacy priorities and initiatives are represented in a professional, consistent and co-ordinated way to strengthen RACGP's Advocacy impact.
- Identify and facilitate strategic opportunities for RACGP leadership and members to engage with key political and departmental stakeholders.

Strategic Communication

- In collaboration with the Regional Faculty Managers, draft and oversee the production of high-quality advocacy materials, including briefs, submissions, correspondence, and position statements to help advance the RACGP's strategic objectives.
- Provide detailed strategic advice to internal teams and senior staff on advocacy priorities and communication approaches.
- Oversee the preparation of briefings for RACGP representatives attending meetings with political and departmental stakeholders.

Advisory and Support

- Act as a trusted advisor to the National Government Relations Manager and Regional Faculty Managers, contributing to the development of strategic initiatives.
- Provide expert policy and advocacy advice to senior RACGP staff and managers, supporting effective decision-making and positioning.
- Coordinate and support the Regional Faculties delivery of advocacy-related events and campaigns, ensuring alignment with organisational goals.

Project Coordination

- Manage advocacy campaigns and initiatives, including tracking progress, evaluating outcomes, and ensuring effective delivery.
- Drive cross-division collaboration on key advocacy priorities, ensuring consistency across RACGP.

Qualifications and Experience**Essential**

- Bachelor's degree in political science, public policy, communications, health administration, or a related discipline.
- Significant experience working in politics, government relations, advocacy, or policy development, with demonstrated successful outcomes.
- Understanding of Australia's healthcare system, particularly general practice and primary care.
- Exceptional written and verbal communication skills, with a proven ability to influence and produce high-quality materials.
- Proven ability to build and maintain effective stakeholder relationships at a senior level.
- Strong leadership and project management skills, with experience delivering on complex, multi-stakeholder initiatives.

Highly Desirable

- Postgraduate qualifications in public policy, health, or a related field.
- Extensive experience in a healthcare or member-based organisation.
- In-depth knowledge of Australian general practice and its culture.
- Prior experience working within or with government departments or political offices.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- CEO
- President
- Executive Team
- Policy and Advocacy Business Unit
- Regional Faculty Managers
- Media and Communications
- Office of the CEO
- Contextual Faculties

External:

- Ministerial and support staff
- Members of Parliament and their support staff
- Government and departmental staff and officials
- Other relevant organisations and stakeholder including but not limited to:
 - Australian College of Rural and Remote Medicine (ACRRM)
 - Australian Medical Association (AMA)
 - Rural Doctors Association of Australia (RDAA)
 - Australian Association of Practice Managers (AAPM)
 - Australian Primary Health Care Nurses Association (APNA)
 - Medical Colleges
 - Consumer Groups
- Supports RACGP members in contributing to advocacy efforts and ensuring their perspectives are reflected in policy development.