

Position Title	Senior Policy Officer	Reporting to	Program Manager, Funding and Health System Reform
Division	Government Relation, Policy and Practice	Direct reports	N/A
Classification	Level D	Employment Status	Permanent, Full-Time (1.0 FTE)
Position Number		Date	November 2021

## The 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 Government Relations, Policy and Practice (GRPP) Division 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.

As part of GRPP, the Funding and Health System Reform Unit:

- Supports the provision of safe, sustainable and high-quality general practice by advocating across a range of areas including the general practice workforce, GP remuneration/funding and equity of healthcare.
- Develops position statements and responds to government initiatives and consultations as they impact on GPs, general practice and patient access to general practice services
- Develops guidelines and resources for GPs and general practice staff
- Provides GPs and their teams with timely advice regarding developments in policy relating to GP workforce, remuneration/funding and the GP role in the wider health system
- Provides secretariat support to an RACGP Expert Committee

## Your Role

This Senior Policy Officer reports to the Program Manager, Funding and Health System Reform, and supports the core business of the Funding and Health System Reform Unit. In this role, the Senior Policy Officer prepares high-quality submissions, position statements and reports relating to health system issues and reforms that will affect general practice and GPs. This role also involves developing advice and resources for internal and external stakeholders in a range of formats.

## Key Responsibilities

- Evaluate, prepare and manage policy advice, briefing papers and submissions.
- Responsible for providing and managing strategic, research and administrative support to expert committee(s) and/or working groups that are initiated from time to time.
- Develop and review position statements.
- Co-ordinate the preparation of submissions, policies and resources including communication strategies
- Engage with internal and external stakeholders as required
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- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

## Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

## Your Relationships

Your role requires interaction with the following internal and external stakeholders:

### Internal:

- Funding and Health System Reform Unit

- Government Relations, Policy and Practice Division
- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- Information and Technology
- Finance
- Office of the CEO and President
- RACGP Faculties

#### **External:**

- RACGP Members
- Government and departmental officials
- Other relevant organisations and stakeholders, including:
  - Australian Medical Association
  - Medical Indemnity Insurers
  - Australian Association of Practice Managers (AAPM)
  - Australian Primary Health Care Nurses Association (APNA)
  - Consumers Health Forum

## **Key Selection Criteria**

### **Experience, Knowledge and Skills**

#### **Essential**

- Experience in developing policy advice, submissions and position statements at a national level
- Previous experience in the development of guidelines and resources
- Excellent written and verbal communication skills
- Sound analytical skills
- Strong stakeholder engagement skills
- Demonstrated organisational skills with the ability to plan, establish work priorities, meet deadlines and handle multiple competing tasks.
- Proficiency in using Microsoft Office (particularly Excel, Word, and PowerPoint)

#### **Highly Desirable**

- Understanding of Australian general practice and its culture
- Previous experience in the Australian healthcare sector

- Understanding of health economics
- Ability to complete data analysis including reporting

## Qualifications

### Essential

- A tertiary qualification or equivalent further education.

### Desirable

- Completion of tertiary qualification in public health, health economics or health related field

## Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

## Classification Description

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