

Position Title	Senior Policy Officer	Reporting to	Program Manager, Funding and Health System Reform
Department	Government Relations, Policy and Practice	Direct reports	N/A
Classification	Level D	Employment Status	Permanent, Full-Time (1.0 FTE)
Position Number	100104	Date	January 2021

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41 000 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 Employees 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

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 patient access
- responds to government initiatives and consultations as they impact on GPs, general practices 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 role 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

- Undertake research and prepare advice, briefing papers and submissions
- Provide 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 introduction of submissions, policies and resources including communication strategies
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Other duties as required.

Environment, Health and Safety

1. Complies with the College'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 College in relation to activities taken by the College to comply with OH&S and environmental legislation.

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 Department staff
- 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 (AMA)
 - 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
- 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 your role, you are expected to:

- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be transparent
- Be respectful
- Be emotionally intelligent
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

Classification Description

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

Declaration

I, (insert name) acknowledge that I have read and understood the Senior Policy Officer 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:** _____