

Position Description

Position Title	Senior Policy Officer – Quality Primary Care Teams	Reporting to	Lead, Quality Primary Care Teams
Business Unit	Policy and Advocacy	Direct reports	Nil
Classification	Level D	Date	November 2023

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, Policy and Research 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, Policy and Research Business Unit advocates for GPs through representation and development of RACGP policy on health sector reform. The business 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.

The Senior Policy Officer - Quality Primary Care Teams reports to the Lead, Quality Primary Care Teams. The *Quality Primary Care Teams* team sits within the Funding and Health System Reform Department as part of the wider Advocacy, Policy and Research Business Unit.

The Quality Primary Care Teams team:

- supports the provision of safe, sustainable and high-quality general practice care by advocating for high-quality GP-led multidisciplinary teams in the primary healthcare sector
- provides secretariat support and advice to relevant working groups and sub-committees of the RACGP Expert Committee for Funding and Health System Reform
- responds to federal and state and territory government initiatives and reforms as they impact on general practice, particularly in terms of health system efficiencies and appropriate division of care between various health professionals, avoiding duplication and fragmentation of health services
- develops policies, position statements and submissions on reforms impacting on the provision of safe and quality care
- develops guidelines and resources for GPs, general practice staff, consumers and politicians
- provides GPs and their teams with timely advice regarding developments in policy relating to Quality Primary Care Teams, multidisciplinary care and scope of practice.

Your Role

Reporting to the Lead, Quality Primary Care Teams, the Senior Policy Officer – Quality Primary Care Teams has an important supporting role in driving outcomes related to health system efficiencies and high-quality primary care. The role helps ensure that reforms to the Australian healthcare system support all health providers to safely work within a team environment, supporting coordination of care and avoiding duplication of services. Quality, coordinated, GP-led care has a significant impact on patient care, general practice and the quality and safety of the broader primary healthcare sector for the benefit of all Australians.

This role will support the Lead, Quality Primary Care Teams in the planning and roll out of activities that imbed GP-led teams as a core feature of the Australian healthcare sector.

Key Responsibilities

- Support the Lead-Quality Primary Care Teams to deliver a portfolio of work which includes:
 - implementation of RACGP's policy response relating to Quality Primary Care Teams
 - support for Quality Primary Care Teams projects
 - development and revision of new and existing policies, position statements and submissions
 - develop and implement agreed strategies within the portfolio
 - advocate RACGP position relating to health system efficiencies and high-quality and safe patient care
 - conduct research and analysis of policy issues relevant to key issues impacting RACGP members and the profession
 - communicate strategic policy advice to management and media team
 - engage stakeholders and support political engagement on policy issues affecting general practice
 - prepare briefing, background and discussion papers for internal and external RACGP stakeholders
 - proactively identify emerging issues that affect or will impact on patient care and general practice
 - maintain and update relevant documentation and webpage content related to Quality Primary Care Teams.

- Assist the Lead, Quality Primary Care Teams in supporting (including secretariat support where required) the relevant sub-committees and working groups of the RACGP Expert Committee for Funding and Health System Reform relevant to the Quality Primary Care Teams portfolio.
- Other duties as required by Lead, Quality Primary Care Teams.
- Comply with all relevant workplace policies and procedures.

Qualifications and Experience

Essential

- A tertiary qualification in public health, public policy, business, or related discipline.
- Knowledge of the Australian health system and previous experience working in health.
- Significant experience in analysing complex policy issues and developing policy advice, position statements and submissions at a national level.
- An ability to initiate research, seek out relevant data/information and analyse findings to provide informed and evidence-based recommendations.
- Excellent written skills and an ability to produce high quality documents and briefing papers.
- Excellent verbal communication, with a proven ability to influence.
- Significant experience in the development of health-related guidelines and resources.
- Microsoft Office proficiency and a capacity to work with complex database reports.

Highly Desirable

- Experience working in a health and/or member-based organisation
- Understanding of Australian general practice and its culture
- Experience in Freedom of Information requests

Your Relationships

Your role may require interaction with internal and external stakeholders including:

Internal:

- Funding and Health System Reform Department
- Chief Advocacy Officer
- Advocacy, Policy and Research Business Unit staff
- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- Information and Technology
- Office of the CEO and President
- RACGP Faculties and State and Territory Managers
- RACGP members

External:

- Government and departmental staff and officials
- Other relevant organisations and stakeholders, including, but not limited to:
 - Australian Medical Association (AMA)
 - Australian Health Practitioner Regulation Authority (AHPRA)
 - Consumers Health Forum (CHF)
 - National Aboriginal and Community Controlled Health Organisation (NACCHO)
 - Australian Association of Practice Managers (AAPM)
 - Australian Primary Health Care Nurses Association (APNA)
 - Allied health peak bodies
 - Medical Indemnity Insurers