

# Position Description

Position Title	National Manager, Funding and Health System Reform	Reporting to	Chief Policy Officer
Business Unit	Policy and Advocacy	Direct reports	4
Classification	Manager 2	Date	March 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 Policy and Advocacy Business Unit champions and facilitates high-quality general practice. It positions the RACGP as the voice of the profession and ensures we are contributing to and, shaping developments in, the Australian healthcare sector. This is achieved through advocacy and the development of policy, standards, guidelines, and resources that cover the full breadth of issues seen within general practice.

The Business Unit is made up of five departments that work closely with their corresponding expert committees:

- Funding & Health System Reform
- Quality Care
- Practice Technology & Management
- Standards for general practices
- Research & Foundation.

## Your Role

The National Manager, Funding and Health System Reform role, leads the Funding and Health System Reform Department within the Policy and Advocacy Business Unit. It oversees three teams including Funding, Reform and Regulation, Quality Primary Care Teams, and Business Sustainability.

The Funding and Health System Reform Department:

- supports the provision of safe, sustainable and high-quality general practice care by advocating across a range of areas relating to general practice funding and the systems supporting the delivery of care
- provides support and advice to RACGP Expert Committee – Funding and Health System Reform and other relevant sub-committees/working groups (for example Pharmacy Strategy Working Group, Business Sustainability Working Group etc.)
- responds to government initiatives as they impact on GPs, general practices and patient access to general practice services
- provides policy advice to the RACGP President, Board and Media and Communications teams
- develops resources for GPs and general practice staff
- provides our members and their teams with timely advice regarding developments in policy relating to general practice funding and health system reform impacting general practice.

This role will contribute and work collaboratively with the other departments in the Unit and across the organisation to meet the overall strategies and goals of the RACGP.

The National Manager, Funding and Health System Reform will lead by example in continuously building a workplace culture that is diverse, safe and positive for our people. The role will work closely with Program Manager, Funding, Reform and Regulation and Leads for the Quality Primary Care Team and Business Sustainability Teams.

## Key Responsibilities

- Lead the Funding and Health System Reform Department
  - Supporting the teams within the Department to develop and implement strategies to drive outcomes within their relevant portfolio areas
  - Providing strategic policy advice and reviewing, updating, and contributing to new policies, position statements and submissions
  - Engaging stakeholders on policy issues
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- Coordinating RACGP responses to Government and other stakeholders
- Providing RACGP President, Board and Media and communication teams with support and policy advice
- Provide support and advise to the RACGP Expert Committee for Funding and Health System Reform and other relevant sub-committees or working groups
- Proactively identifying emerging issues
- Providing oversight to member enquiry process as required.
- Manage and oversee budgets for Funding & Health System Reform Department
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Delegated Authority (\$10K).

## Environment, Health and Safety

- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks.
- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity.
- Comply with all relevant workplace policies and procedures
- Other duties as required by Chief of Policy

## Qualifications and Experience

### Essential

- A tertiary qualification in a related discipline.
- Significant experience in researching and analysing 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.
- Ability to build and manage effective relationships with key industry, government, non-government and internal stakeholders.
- Excellent written skills and an ability to produce high quality documents and briefing papers.
- Excellent verbal communication, with a proven ability to influence.
- Previous experience within the Australian healthcare sector
- Significant experience in the development of health-related guidelines and resources
- Experience in Freedom of Information requests
- Significant team management experience and ability to exercise effective leadership to support others accomplish agreed work plan goals.
- 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
- Understanding of health economics
- Tertiary or post graduate qualification in public health, public policy, or related discipline

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Funding and Health System Reform Department
- Policy and Advocacy Division staff
- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- Information and Technology
- Office of the CEO and President
- RACGP Faculties
- 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
  - National Disability Insurance Agency (NDIA)