

Position Description

Position Title	Senior Policy Officer – Business Viability	Reporting to	Lead, Business Viability
Business Unit	Policy and Advocacy	Direct reports	Nil
Classification	Level D	Date	3 December 2025

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of specialist 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 – Business Viability reports to the Lead, Business Viability. The Business Viability team sits within the Funding and Health System Reform Department as part of the wider Policy and Advocacy Business Unit.

The Business Viability team:

- develops guidelines and member resources for GPs, general practice staff, creates webinars, presentations, and proactive planning to support general practice sustainability
- provides GPs and their teams with timely advice regarding developments in policy relating to Business Sustainability
- supports the provision of safe, sustainable and high-quality general practice care by reviewing and advocating for funding reform 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 and Business Viability Working Group.

Your Role

Reporting to the Lead - Business Viability, the Senior Policy Officer – Business Viability has an important supporting role in driving outcomes related to long-term general practice viability. The role helps ensure that resources available to GPs support all health providers to safely work within a team environment, supporting coordination of care and primary practice financial success. Sustainable GP-led care has a significant impact on patients, general practice and their teams and the quality and safety of the broader primary healthcare sector for the benefit of all Australians.

This role will support the Lead – Business Viability in the planning and roll out of activities and resources that ensure ownership and practice viability of GP-led teams is a core feature in the Australian healthcare sector.

Key Responsibilities

- Support the Lead – Business Viability teams to deliver a portfolio of work which:
 - develops and implements strategies to support business viability within the confines of the current health system and funding mechanisms available
 - researches and promotes available supports that can be leveraged by general practices
 - provides strategic advice and high-level support to management and media regarding issues relating to general practice business viability
 - develops and revises new policies, position statements and submissions
 - develop of new resources, tools and guidelines
 - develop and assist the promotion and facilitation of workshops and webinars related to business viability
 - engages stakeholders on issues affecting general practice business viability
 - prepares and assists the development of briefing, background and discussion papers for internal RACGP stakeholders
 - proactively identifies emerging issues that affect or will affect general practice business viability
 - provides support and advises (including secretariat support where required) the relevant sub-committees and working groups of the RACGP Expert Committee - Funding and Health System Reform relevant to the Business Viability portfolio.
 - Other duties as required by Lead, Business Viability
 - Comply with all relevant workplace policies and procedures.

Qualifications and Experience

Essential

- 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 and translate 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

- A tertiary qualification in public health, public policy, business, or related discipline.
- 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
- Advocacy , Policy and Research Unit staff
- RACGP Expert Committee(s)
- RACGP Working Groups
- Media and Communications
- Marketing and Publications
- Information and Technology
- Office of the CEO and President
- RACGP National and Jurisdictional Faculties - Chairs and 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