

Position Description

Position Title	Senior Policy Advisor	Reporting to	Manager, Aboriginal and Torres Strait Islander Health
Business Unit	Member Experience	Direct reports	N/A
Classification	Level E	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

RACGP Aboriginal and Torres Strait Islander Health Faculty provides the RACGP with strategic and operational support to advance the RACGP's work in the field of Aboriginal and Torres Strait Islander health.

It aims to achieve this through:

- supporting GPs and other health professionals to provide clinically and culturally appropriate and responsive healthcare to Aboriginal and Torres Strait Islander communities
- enhancing engagement with communities and key stakeholders
- enhancing the quality and effectiveness of cultural awareness and cultural safety training for GPs
- advocating for improvements to Aboriginal and Torres Strait Islander health and primary healthcare service delivery
- enabling the RACGP to acknowledge and embrace Aboriginal and Torres Strait Islander cultures
- supporting self-determination and community control
- ensuring members understand the benefits of Faculty membership and actively contribute to the Faculty and the broader work of the RACGP.

Your Role

As the Senior Policy Advisor, you will play a critical role in developing and implementing Aboriginal and Torres Strait Islander Health policy and advocacy initiatives, including our involvement in the Close the Gap (CtG) Campaign.

You will provide strategic advice on Aboriginal and Torres Strait Islander Health policy and equity issues, bringing this focus to high-quality submissions to national reform opportunities and position statements as they relate to the primary healthcare sector.

Using your broad knowledge and understanding of the area, you will conduct research and provide high level advice on a range of emerging health policy and general practitioner education issues and oversee the governance of the Aboriginal and Torres Strait Islander health faculty Council, Education Committee and their Executive.

Key Responsibilities

- Oversight and governance of the RACGP Aboriginal and Torres Strait Islander Health Council, Education Committee and Faculty executive.
- Coordinating RACGP Aboriginal and Torres Strait Islander Health's policy work including:
 - Analysing government policy and actively monitoring emerging issues relevant to Aboriginal and Torres Strait Islander health
 - Providing strategic policy advice and high-level support to management and Faculty executive
 - Reviewing, updating, writing, and contributing to new policies, position statements and submissions
 - Working with teams across the RACGP to identify and coordinate input to relevant submissions and position statements including research projects
- Preparing strategic briefings for Faculty manager and executive, internal RACGP stakeholders and Faculty members
- Establishing and maintaining support for national advocacy priorities, including our involvement in the CtG Campaign, support for the Uluru Statement from the Heart and the Raise the Age Campaign.
- Maintaining relationships with external policy networks, including through National Aboriginal Community Controlled Health Organisation (NACCHO), Australian Indigenous Doctors Association (AIDA), National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (NAATSIHWP) and other medical colleges.
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- Undertake other project related activities and duties as directed by Faculty Manager
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander communities in the context of primary healthcare and a strong commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander peoples.
- Significant experience in analysing policy issues and developing policy advice, position statements and submissions at a national level on issues related to primary care and Aboriginal and Torres Strait Islander health.
- An ability to initiate research, seek out relevant data/information and analyse findings to provide informed and evidence-based recommendations.
- Demonstrated knowledge and understanding of government structures and processes.
- Excellent written/verbal communication skills and an ability to produce high quality documents and briefing papers
- Excellent written and verbal communication skills.
- Demonstrated experience and ability to consult with Aboriginal and Torres Strait Islander people and organisations.
- The ability to work with professionals on structural and systemic issues that affect their ability to deliver high quality services.
- Proficiency in using Microsoft Office (particularly Excel, Word, and PowerPoint).
- Experience with Boards and Committees and understanding and implementing governance arrangements

Highly Desirable

- Previous experience in the Aboriginal and Torres Strait Islander health sector
- Understanding of Australian general practice and its culture
- Post graduate qualification in public health, public policy, business or related discipline
- A tertiary qualification in public health, public policy, business, or related discipline

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- Information and Technology
- Finance
- Office of the CEO and President
- RACGP Faculties
- All other RACGP employees

External:

- RACGP Aboriginal & Torres Strait Islander Health Chair
- Council and Education Committee
- Working groups
- RACGP and Faculty Members
- Partner organisations: National Aboriginal Community Controlled Health Organisation, Australian Indigenous Doctor's Association, Indigenous GP Registrars Network
- Department of Health
- Primary Health Networks

Regional Training Organisations, other medical colleges and relevant peak bodies.