

Position Description

Position Title	State & Territory Advocacy Manager	Reporting to	Chief Policy Officer
Business Unit	Policy and Advocacy	Direct reports	Nil
Classification	SMB1	Date	September 2022

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. 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.

Your Role

Reporting to the Chief Policy Officer, the State & Territory Advocacy Manager is a valued advisor to the State & Territory Faculties and has an important role in influencing and driving policy and raising awareness of the GP profession. The role works closely and collaboratively with the Policy and Advocacy Business Unit and Faculty Managers to deliver advocacy activities that promote the role of GPs, their communities and the profession and ensuring these activities are aligned with the RACGP's position and strategic objectives.

Key Responsibilities

- Work closely with the Chief Policy Officer to develop and deliver a targeted advocacy strategy, reflecting the RACGP's key priorities at a state and territory level
- In collaboration with Policy & Advocacy Business Unit Managers and State & Territory Managers, be at the forefront of issues, inquiries, and consultations which may impact RACGP members and the general practice profession
- Be responsible for providing timely and accurate strategic advice and support to RACGP State & Territory Faculty advocacy activities
- In collaboration with State & Territory Faculty Managers, develop and deliver submissions and position statements on a broad range of member-focused issues
- In collaboration with State & Territory Faculty Managers, support political and stakeholder engagement on issues affecting the general practice profession
- Matrix model of shared share advocacy responsibility with internal stakeholders such as Faculty advocacy staff, ensuring teams are aligned and across the policy and advocacy positions etc of the College
- Research and analysis of policy issues relevant to key issues impacting RACGP members and the profession.
- Research new opportunities and build effective relationships with key stakeholders
- Ensure effective and constructive engagement with stakeholders to deliver advocacy initiatives of the RACGP.
- Build a strong network of political contacts with state governments and stakeholders
- Be flexible, working after hours and weekends as required to assist with the delivery of advocacy related activities including committee meetings, webinars, conferences, and collegial & social functions.
- 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
- Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- Tertiary qualifications in health, business or public policy related discipline.
- Knowledge of the Australian health system
- Demonstrated experience with industry and policy analysis, advocacy, government relations or policy administration experience.
- Proven ability to operate in a role that requires both proactive strategic planning, along with reactive high-pressure work.

- Ability to build and manage effective relationships with key industry, government, non-government and internal stakeholders.
- Self driven problem solver who thrives on the challenge of representation and persuasion.
- Excellent written and verbal communication, with a proven ability to influence.
- Excellent member service
- Domestic travel may be required

Highly Desirable

- Experience working in a health and/or member based organisation

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Policy & Advocacy Business Unit
- Office of the CEO and President
- National and State Faculty Managers
- National and State Faculty Councils and relevant subcommittees
- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- RACGP Members

External:

- Government and departmental staff and officials
- Ministerial and support staff
- Other relevant organisations and stakeholders, including:
 - Australian Medical Association (AMA)
 - Medical Indemnity Insurers
 - Accreditation Agencies
 - Australian Commission on Safety and Quality in Health Care (ACSQHC)
 - Australian Association of Practice Managers (AAPM)
 - Australian Primary Health Care Nurses Association (APNA)
 - Consumers Health Forum (CHF)
 - National Disability Insurance Agency (NDIA)
 - Rural Doctors Association of Australia (RDAA)