

Position Title	Principal Policy Advisor – Workforce and Regulation	Reporting to	Program Manager - Funding and Health System Reform (direct) and National Manager Policy and Advocacy (indirect)
Division	Government Relations, Policy & Practice	Direct reports	Senior Policy Officer
Classification	E	Employment Status	Full-Time (1.0 FTE) Permanent
Position Number	100536	Date	June 2021

The 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 Government Relations, Policy and Practice (GRPP) Division 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 GRPP Division advocates for GPs through representation and development of RACGP policy on health sector reform. The division 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.

As part of GRPP, the Funding and Health System Reform Unit:

- supports the provision of safe, sustainable and high-quality general practice by advocating across a range of areas including workforce, remuneration and equity of access
- provides secretariat support to RACGP Expert Committee – Funding and Health System Reform
- responds to government initiatives as they impact on general practices and patient access to general practice services
- develops guidelines and resources for GPs and general practice staff
- provides GPs and their teams with timely advice regarding developments in policy relating to GP workforce, remuneration and funding in the wider health system.

Your Role

This role works closely with the Program Manager, Funding and Health System Reform to manage the core business of the Funding and Health System Reform (FHSR) Unit. The role is responsible for managing key portfolios within the FHSR program of work, including workforce, health practitioner regulation and Medicare compliance. Action in these areas have significant impact on general practitioners and the quality and safety of the general practice sector for the benefit of all Australians.

Key Responsibilities

- Managing the workforce and regulation portfolios within the FHSR Reform program of work, including:
 - Investigating and developing responses to Ahpra regulatory changes and member enquiries related to regulation
 - Developing and implementing strategies to reduce complexity and support education of Medicare compliance
 - Working across RACGP education and workforce committees and national faculties to identify and develop policy responses to workforce mal-distribution
 - Providing strategic policy advice and high-level support to management
 - Reviewing, updating, writing and contributing to new policies, position statements and submissions
 - Engaging external stakeholders on policy issues affecting general practice
 - Preparing briefing, background and discussion papers for internal RACGP stakeholders
 - Proactively identifying emerging issues that affect or will potentially affect general practice
- Providing secretariat support to the RACGP Expert Committee – Funding & Health System Reform (REC-FHSR), through overseeing the planning and preparation of agenda and papers for quarterly committee meetings and weekly executive meeting.
- Undertaking other policy work and project activities as directed by Program Manager and National Manager.
- Other relevant duties as required.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

- Funding and Health System Reform Unit
- Government Relations, Policy and Practice Division staff
- RACGP Expert Committee(s)
- Media and Communications
- Marketing and Publications
- Information and Technology
- Finance
- Office of the CEO and President
- RACGP Faculties
- RACGP members

External:

- Government and departmental officials (Primarily from the Department of Health, Professional Services Review, Services Australia)
- Other relevant organisations and stakeholders, including: the Australian Health Practitioner Regulation Agency (AHPRA), Australian Medical Association (AMA), Medical Indemnity Insurers, Australian Association of Practice Managers (AAPM)

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Significant experience in analysing policy issues and developing policy advice, position statements and submissions at a national level
- Previous experience within the Australian healthcare sector
- An ability to initiate research, seek out relevant data/information and analyse findings to provide informed and evidence-based recommendations
- Excellent written/verbal communication skills and an ability to produce high quality documents and briefing papers for management.
- 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

- Knowledge of the RACGP
- Understanding of Australian general practice and its culture
- Proven stakeholder engagement and negotiation skills
- Experience in Freedom of Information requests
- Understanding of health economics

Qualifications

Essential

- A tertiary qualification in public health, public policy, business, or related discipline

Desirable

- Post graduate qualification in public health, public policy, business or related discipline

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **(insert name)** acknowledge that I have read and understood the **(insert position title)** position description, which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee: _____(signature) Date: _____