



Position Title	Policy and Advocacy Officer
Employment Type	Full-time Ongoing
Unit	Policy & Advocacy
Location	Sydney
Award	N/A
Award Level	N/A
Date	September 2016
Reviewed by	Manager, Policy & Advocacy and Senior HR Business Partner

Position Context

The Policy & Advocacy unit develops medical and health policies, leads the College's advocacy initiatives, and provides advice on policy so that the College is actively engaged in health policy debate and is positioned to influence medical and health policy in Australia and New Zealand, as it affects the Fellows and trainees, patients and communities that they serve.

Position Purpose

To work as part of the Policy & Advocacy team in the research, analysis, development, dissemination and implementation of health policies, positions and projects that reflect the priorities of the College and its members.

To develop policy responses to the policy, political and professional issues relevant to physicians and trainee physicians. To support and work with Fellows and trainees to harness their expertise and experience to develop compelling, relevant and timely health policies

To support the College being positioned at the forefront of health policy debates in Australia and New Zealand.

Position responsibilities

- Develop policies and position statements, based on input and advice from College Fellow and Trainees
- Develop and implement advocacy strategies to support College policy priorities
- Research the evidence, literature base and external commentary on various health related topics
- Prepare research summaries, correspondence and briefs to inform decision making
- Participate in the provision of rapid responses to health policy issues as they arise
- Prepare submissions, reports, funding applications, correspondence, presentations and other documents as required
- Develop persuasive and engaging written materials
- Utilise communication channels and social media opportunities
- Project co-ordination to meet project timelines
- Build effective relationships with key stakeholders; across the College and with external organisations
- Provide advice to the Policy and Advocacy Managers, Policy Liaison & Quality Officer, and senior management as required



- Remain up-to-date and well informed on policy matters that might affect the College or its members
- Other tasks required by the Policy and Advocacy Department as identified by Managers or Director of Policy & Advocacy

Competencies required for success

Communicates effectively	Manages Ambiguity
Time management	Customer Focus
Manages Complexity	Resourcefulness
Builds Networks	Organisational Savvy
Nimble Learning	

Reporting Relationships

Reports to: *Manager, Policy & Advocacy*

No of direct reports: *n/a*

No of reports: *n/a*

Key Stakeholders

1. RACP Fellows & Trainees
2. P&A Working Party members
3. RACP Comms & Media Unit
4. P&A colleagues
5. RACP senior management
6. RACP President
7. Health professionals
8. Non-government organisations

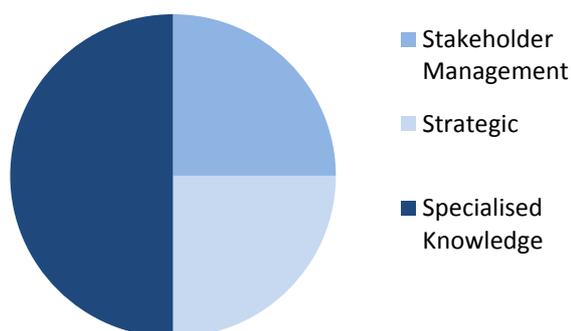
Extent of Authority

- *Does not have the authority to authorise expenditure.*

What makes the role complex

- Progressing work with several stakeholders who might have differing views
- Managing conflicting expectations and opinions
- Supporting working groups of physicians who are time-poor
- Navigating approval processes
- Creating clarity from ambiguity

Distribution of work



Essential attributes

- Relevant tertiary qualifications in health policy, communications, political science or related disciplines
- Experience in the development of health policies, position statements and briefing papers
- Demonstrated advocacy and communications experience including skills in:
 - Developing and executing persuasive strategies for change,



- Stakeholder engagement including identifying partners and building networks,
- Influencing decision-makers
- Excellent written and verbal communication skills, especially the ability to adapt writing style to a specific audience and /or purpose and with attention to detail
- Strong analytical skills, political judgement and strategic thinking
- Good project co-ordination skills and ability to meet timelines
- Excellent secondary research skills, including the ability to assess and critically evaluate evidence in the Australian and New Zealand health policy context
- Skills in preparing briefs and background analyses, with strong ability to draw on published research from a diverse range of academic disciplines and effectively organise information for the reader
- Skills in stakeholder engagement and relationship management
- Highly computer literate in Microsoft packages
- Demonstrated ability to work in a team with a flexible approach to sharing tasks and working cooperatively
- Commitment to EEO, OH&S principles, ethical practices and Cultural Diversity policies

Desirable attributes

- Knowledge of the Australian and New Zealand government and health system structures
- Experience in developing persuasive communication material including developing messaging
- Understanding of a “client service” approach to providing a specialised service within a complex organisation

Would suit somebody who.....

- Is able to think clearly and creatively
- Has excellent written and visual communication skills
- Likes to work on multiple topics and with a range of stakeholders
- Is interested in health – and advocating for change – and enjoys diverse and eclectic subject matter
- Can work in the context of ambiguity and is a proactive problem solver
- Appreciates the importance of attention to detail, precision, following through and being thorough
- Is able to assess and respond to incoming matters rapidly when required