

## Position Description – Policy Officer

This Position Description outlines the purpose, key responsibilities, measures of success, values and professional skills required for success in the role. It defines what “great” looks like and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

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| <b>Position Title:</b>                    | <b>Policy Officer</b>   | <b>Current as of:</b>                         | May 2024  |
| <b>Level:</b>                             | 5   | <b>Direct Reports:</b>                        | N/A   |
| <b>Reports To:</b>                        | Senior Policy Advisor   |   |   |
| <b>Key Relationships:</b>                 | Executive, Management, Members, Internal and External Stakeholders, National bodies, Councils and Committees  | <b>Location &amp; Other Requirements:</b>     | Brisbane  |
| <b>Role Purpose:</b>                      | <p>As the Policy Officer you will contribute to preparation and coordination of policy reports, submissions, documentation and analysis, and engagement with College members and stakeholders on related issues. Reporting to the Senior Policy Advisor you will support the College-wide agenda to progress its strategic goals and to operate to the highest professional standards.</p> <p>Your core responsibilities are listed below and include stakeholder engagement and continuous improvement.</p>  |   |   |
| <b>Core Areas of Responsibility:</b>      | <ul style="list-style-type: none"> <li>Strategic Partnerships</li> <li>Operational Excellence</li> <li>Governance and Risk</li> <li>People Management</li> <li>Financial Performance</li> </ul>   | <b>Role Specific Areas of Responsibility:</b> | <ul style="list-style-type: none"> <li>Policy and Advocacy</li> <li>Member support and engagement</li> <li>Governance and compliance</li> <li>Project management</li> </ul> |
| <b>Qualifications/ Skills/ Experience</b> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Demonstrated research and policy development skills and knowledge including the ability to research and prepare submissions and presentations</li> <li>Good communications skills including the ability to write clearly and succinctly for a variety of purposes (e.g., briefings, reports, submissions, correspondence, committees)</li> <li>Ability to establish and maintain strong and broad stakeholder relationships</li> <li>Tertiary qualifications in a relevant field</li> </ul> <p><b>Highly Desirable:</b></p> <ul style="list-style-type: none"> <li>Knowledge of government policy related to rural and remote health services and health workforce development</li> <li>Understanding of rural and remote communities and/or remote Aboriginal and Torres Strait Islander communities</li> </ul> |   |   |

| Key Area of Responsibility   | Measures of Success   |
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| <p><b>Policy and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Research, manage consultation, and draft discussion papers, position statements, submissions and other documents that articulate College policy and advocacy positions.</li> <li>• Monitor external developments regarding policy and advocacy of relevance to the College and respond as appropriate including drafting advice to College leadership, members, and staff</li> <li>• Support advocacy of College policy and priorities in public forums as required including through participation in consultation events</li> <li>• Support publishing, promoting, and informing of policy and advocacy activities and publications (including position statements and submissions) to College governance, members, staff, and external stakeholders</li> <li>• Collaborate with communications team and other key staff to maintain alignment of messaging and College policy positions</li> <li>• Draft and prepare documentation as required relating to policy initiatives and projects including reports and meeting minutes</li> <li>• Contribute to policy team collaborations in determining appropriate positions and responses to emergent issues.</li> <li>• Support the work of the Senior Policy Advisor as required</li> <li>• Support coordination of policy team correspondence, projects, activities, publications, workplans and reporting</li> </ul> | <ul style="list-style-type: none"> <li>• Key consultations receive appropriate input from College</li> <li>• Submissions of high quality (well-researched, effective, timely)</li> <li>• College Position Statements are current, relevant, and high quality</li> <li>• College communications/engagement reflects strategic/policy positioning</li> <li>• College decisions/activities are informed by policy advice</li> <li>• Advocacy reach is broad and positive</li> </ul> <p><i>Qty Measures:</i><br/> <i># Submissions</i><br/> <i># Current published Position Statements</i><br/> <i># Other policy documents (reports, briefings, discussion papers etc.)</i><br/> <i>Policy publications readership (site visits, downloads etc)</i><br/> <i># policy work cited/identified in media, consultation reports, etc</i><br/> <i># of staff presentations and information activities</i></p> |
| <p><b>Member support and engagement</b></p> <ul style="list-style-type: none"> <li>• Provide support for College governance committees and other member groups to keep them informed of policy developments, support relevant activities, and inform understanding of member needs/priorities</li> <li>• Engage with members on policy activities where appropriate and work to encourage member input into formulation of college positions and promote awareness of college advocacy activities and issues</li> <li>• Support policy team work to promote whole-of-college member engagement that reflects College values, strategic goals, and policy positions.</li> <li>• Support monitoring and responding to member enquiries and online conversations relevant to policy and advocacy as required</li> </ul>   | <ul style="list-style-type: none"> <li>• College leaders have policy advice and resources as required</li> <li>• Strong member: <ul style="list-style-type: none"> <li>- awareness of,</li> <li>- participation in,</li> <li>- satisfaction with, policy/advocacy activities</li> </ul> </li> </ul> <p><i>Qty measures:</i><br/> <i># Committee/member forums presentations</i><br/> <i>Satisfaction with College advocacy in member surveys</i><br/> <i>#/readership of policy/advocacy items in member newsletters etc</i></p>  |
| <p><b>Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Assist with managing the college policies register</li> <li>• Support development and review of College policy documents</li> <li>• Provide support and advice as required for College Board, Governance Committees, CEO and Executive Leadership Team</li> <li>• Assist Senior Policy Advisor with reporting program for AMC accreditation and other national standards including overseeing continuing college-wide compliance with national standards</li> </ul>   | <ul style="list-style-type: none"> <li>• College staff have policy support, information, and advice as required</li> <li>• Integrity of governance processes is actively supported</li> <li>• Policy Register is current, and policies meet governance standards</li> </ul> <p><i>Qty measure:</i><br/> <i>AMC accreditation</i></p>  |
| <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Support the management of projects as required</li> <li>• Provide effective and efficient support to ensure project tasks, reporting, record keeping, and deadlines are met</li> </ul>   | <ul style="list-style-type: none"> <li>• Projects are delivered on budget, and on time</li> <li>• Project deliverables are achieved</li> <li>• Project outputs are of high quality</li> </ul>   |
| <p><b>Strategic Partnerships</b></p> <ul style="list-style-type: none"> <li>• Support positive relationships with partner organisations</li> <li>• Engagement activities are conducted with professionalism</li> <li>• Contribute to stakeholder relationships which are constructive and able to support College strategic goals</li> </ul>   | <ul style="list-style-type: none"> <li>• Current relationships maintained</li> <li>• New relationships developed</li> </ul> <p><i>Qty measure:</i><br/> <i># of relationships managed</i></p>   |

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| <b>Operational Excellence</b> <ul style="list-style-type: none"> <li>• Endeavour to perform all work tasks to a high standard</li> <li>• Actively explore and pursue opportunities to improve processes, systems, and personal performance</li> </ul>  | <ul style="list-style-type: none"> <li>• Quality of work</li> </ul> <i>Qty measure:</i><br><i># system/work improvements implemented</i> |
| <b>Governance and Risk</b> <ul style="list-style-type: none"> <li>• Act in accordance with policy and process with respect to governance and risk</li> <li>• Exercise due diligence and assess and manage corporate risk in work activities</li> </ul> | <ul style="list-style-type: none"> <li>• Quality of work</li> </ul>  |
| <b>People Management</b><br>Build and sustain constructive and positive relationships with colleagues  | <ul style="list-style-type: none"> <li>• Collaborative team-based output</li> </ul>  |
| <b>Financial Performance</b> <ul style="list-style-type: none"> <li>• Perform financial management responsibilities in accordance with policy and process</li> </ul>   | <ul style="list-style-type: none"> <li>• Satisfactory performance</li> </ul>   |

| ACRRM VALUES             |  |
|--------------------------|--|
| VALUE                    | WHAT THIS MEANS FOR THE ROLE   |
| <b>We are visionary</b>  | We are optimists who believe we can make a positive difference for our members and to the lives and health of rural and remote people. We are innovative, imaginative, and determined. |
| <b>We are inclusive</b>  | We are an open and welcoming group of diverse individuals, unified by a common purpose. We respect, inspire and support each other.  |
| <b>We are courageous</b> | We are prepared to speak out, challenge the status quo and embrace change. We are champions, supporters, and guardians.  |
| <b>We are experts</b>    | We are specialists in our field. We work with skill, dedication, and care. We take pride in our achievements.  |

| LEADERSHIP BEHAVIOURS |   |
|-----------------------|---|
| BEHAVIOURS            | WHAT THIS MEANS FOR THE ROLE  |
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>▪ Ensure communication is clear and professional</li> <li>▪ Is able to adapt communication style to relate to a diverse range of people</li> <li>▪ Communication is effective and outcome orientated</li> </ul>      |
| <b>Engage Teams</b>   | <ul style="list-style-type: none"> <li>▪ Engage teams to achieve results and drive accountability</li> <li>▪ Demonstrate and role model appropriate behaviours</li> <li>▪ Ability to have difficult conversations that result in desired outcome</li> </ul> |
| <b>Manage Work</b>    | <ul style="list-style-type: none"> <li>▪ Adopts a systematic approach to managing work</li> <li>▪ Organises, prioritises and independently solves problems</li> <li>▪ Takes personal responsibility for meeting objectives and progressing work.</li> </ul> |
| <b>Develop Others</b> | <ul style="list-style-type: none"> <li>▪ Identify skill and capability gaps within the team</li> <li>▪ Trains and mentors others</li> <li>▪ Has meaningful development discussions with team</li> </ul>   |
| <b>Ownership</b>      | <ul style="list-style-type: none"> <li>▪ Take accountability for the performance of the team</li> <li>▪ Ensure issues are followed through to resolution and own the outcomes</li> <li>▪ Effectively communicates upwards</li> </ul>                        |