



POSITION DESCRIPTION

Senior Manager (Policy and Projects)

August 2013

Background

The National Rural Health Alliance is Australia's peak non-government organisation for rural and remote health. Its Vision is good health and wellbeing in rural and remote Australia and it has set itself the goal of equal health for all Australians by the year 2020.

The Alliance takes a broad view of health and a long-term view of the development of rural and remote Australia. It supports initiatives that help the diverse communities of rural and remote Australia to be sustainable, healthy and health-promoting places in which to live and work.

The Alliance comprises 34 Member Bodies, each of which is a national organisation with an interest in rural and remote health. Member Bodies include consumer groups, health professional organisations, service providers and representation from the Aboriginal and Torres Strait Islander health sector. Each of the Member Bodies nominates one representative to the Council, which guides the development of the Alliance's views on health policy and advocacy directions. The members of the governing Board are elected from the Council.

The Alliance has a secretariat in Canberra, with an Executive Director who is responsible for upholding the Vision of the Alliance and managing the work of its staff.

The core support the Alliance receives for its work from the Australian Government is testimony of the partnership between the government and non-government sectors that is bringing greater equity and access for rural people.

The Alliance manages the biennial National Rural Health Conference and the Australian Journal of Rural Health, and produces position papers, submissions, media releases and publishes a magazine (Partyline) and electronic newsletters. It is also the national management agency for the Australian Government of the Rural Australia Medical Undergraduate Scholarship (RAMUS) Scheme and Stream 2 of the Rural Health Continuing Education program (RHCE2).

Further information about the National Rural Health Alliance and its work is at www.ruralhealth.org.au

Job Title: Senior Manager (Policy and Projects)

Location: Canberra ACT – Deakin

Reports to: Executive Director

Direct reports:

- Policy Adviser
- Policy Officer
- Project Manager/s
- Short term policy consultant/s

Key relationships:

- Senior Management Team and staff
- National Rural Health Alliance Council
- Member Bodies, Friends of the Alliance, rural and remote networks
- Relevant external stakeholders including the Department of Health and Ageing and other health agencies, health interest groups and consultants

Purpose of the position

This new role offers an exciting opportunity to be part of the Senior Management Team being formed by the Executive Director to lead the National Rural Health Alliance in work toward its Vision, under the strategic direction of the Board.

The Senior Manager (Policy and Projects) is responsible for leading the policy and projects team in line with the strategic direction and operational plans of the Alliance including planning and reporting on policy activity; consulting to develop policy and advocacy positions; developing presentations, preparing written reports and submissions to promote the Alliance's policy and advocacy work; implementing projects relevant to the work of the Alliance; and providing high level strategic advice to the Executive Director and the Council on policy and advocacy matters.

During 2013-14, priorities will include: the development and implementation of a Policy and Advocacy Plan that supports the Strategic Plan 2013-16; working with the Council to prioritise policy work within current budget; identifying opportunities for project funding to further the policy and advocacy work of the Alliance; and the increased use of social media and the Alliance website for policy development and advocacy.

The Senior Manager (Policy and Projects) is a full-time, multi-tasking role in a collaborative team environment.

Duties and responsibilities

- Provide expert advice and develop briefs on policy matters for consideration by the Executive Director and the Council.
- Undertake the development, implementation, monitoring and reporting of the Policy and Advocacy Plan with the guidance of the Alliance Council, to meet the strategic goals and interests of the organisation.
- Work in the Senior Management Team to improve operational systems, processes and policies for management reporting, information flow and management, health policy and advocacy processes and organisational planning.

- Lead and participate in health policy development, implementation and reporting in accordance with the Alliance's policy protocols.
- Lead and participate in the preparation of written submissions, reports and responses to government and other stakeholder consultations, projects and inquiries.
- Represent the National Rural Health Alliance at roundtables, seminars, public inquiries and forums convened to discuss policy issues, as delegated by the Executive Director.
- Take a leading role in development of program content for the National Rural Health Conference, the Rural and Remote Health Scientific Symposium, policy forums, public seminars and other such events.
- Lead the Policy and Projects team and oversee its functions, resources and output. Mentor and support the learning and development of team members.
- Facilitate ongoing development, production and dissemination of key publications and communications on advocacy and policy matters.
- Contribute to securing funding opportunities for policy projects and activities in line with strategic and operational plans and the oversight of policy and project budgets.
- Undertake other related activities as required.

Selection criteria

- Demonstrated health policy experience including relevant tertiary qualifications and/or experience in health-related policy and research.
- Demonstrated experience in stakeholder engagement and relationship management including the ability to plan, identify and liaise with relevant internal and external stakeholders to inform policy development.
- Excellent interpersonal and communication skills and the ability to work across a broad range of groups, including members, rural networks and stakeholders in government and non-government agencies.
- Well-developed analytical skills including the ability to assess and critically evaluate the validity of information and research and prepare policy briefs and background analyses based on consultations, published data and research.
- Excellent writing skills and demonstrated ability to write reports, project proposals, submissions, newsletters, meeting papers/minutes.
- Ability to initiate and manage projects, develop implementation strategies, meet deadlines and manage competing priorities within a small team environment.
- Interest in and understanding of issues that relate to the health and wellbeing of people who live in rural and remote Australia.

Desirable

- Knowledge of political and legislative processes.
- Knowledge of and networks in the health and/or community sectors.

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