

# POSITION DESCRIPTION

## Policy Officer



<b>Position</b>	Senior Policy Officer
<b>Business Unit</b>	Policy
<b>Classification</b>	AIDA Level 4
<b>Location</b>	Old Parliament House, 18 King George Terrace, Parkes ACT
<b>Status</b>	Maximum Term Contract
<b>Responsible to</b>	Policy Manager
<b>Responsible for</b>	Nil

### Australian Indigenous Doctors' Association

The Australian Indigenous Doctors' Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors, and supporting a culturally safe healthcare system.

#### Values

The Australian Indigenous Doctors' Association:

- is respectful and reflective of our connections to the past, present and future;
- pursues social justice, Indigenous and human rights;
- maintains cultural integrity, honesty and transparency; and
- fosters the highest standards of professionalism and excellence.

#### Code of Conduct

All Australian Indigenous Doctors' Association members and employees must:

- at all times behave in a way that upholds the AIDA Values;
- treat everyone with respect, dignity, courtesy, sensitivity, and ensure that they do not become involved in or encourage discrimination or harassment;
- practice cultural safety and respect the diversity of experiences, expertises and opinions within the organisation;
- act professionally, with discretion, confidentiality and sound judgement;
- act with care and diligence in the course of AIDA membership/employment; and
- declare all involvements or interests that may be either perceived or actual conflicts and stand aside, as necessary, from decision making on these matters.

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### Organisational Structure

TBA

### Position Purpose + Responsibilities

The Senior Policy Officer is responsible for researching and drafting policy documents as directed, that relate to Aboriginal and Torres Strait Islander health and health workforce issues.

The following responsibilities are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

#### **Specialist**

1. Undertake high level research and analysis of Aboriginal and Torres Strait Islander health and health workforce related issues
2. Prepare policy documents as directed, such as policy/position statements, submissions, briefings and letters, relating to Aboriginal and Torres Strait Islander health and health workforce issues.
3. Work as an effective member of the AIDA team including building relationships across AIDA to achieve organisational outcomes
5. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples
6. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples
7. Other duties within your capabilities as directed

#### **Risk Management**

8. Report all matters beyond your authority promptly
9. Be responding for following WHS principles and practices when completing tasks the workplace
10. Take all practical measures to ensure your workplace is safe and without risk to health or safety

#### **Administration**

11. Contribute to continuous quality improvement systems that enhance the effectiveness, efficiency and productivity of the organisation
12. Effectively liaise, negotiate and influence a range of stakeholders in government, non-government and corporate sectors including both Indigenous and non-Indigenous stakeholders
13. Effectively contribute to AIDA organisational outcomes, strategic directions, planning, implementation, evaluation and quality improvement
14. Effectively represent AIDA in a range of settings
15. Provide timely updates and input to cross-team outcomes that support organisational goals and deliverables
16. Undertake effective records management
17. Work as an effective member of the AIDA team including building relationships across AIDA to achieve organisational outcomes
18. Develop a program of personal education relative to this position and undertake relevant training

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19. Maintain a personal time management system to ensure deadlines are met; to ensure that other staff are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### Scope of Authority

Works independently, as well as collaboratively in a team, within general guidelines and objectives provided by the Policy Manager and/or the Deputy Chief Executive Officer, and in liaison with the Executive Team.

### Qualifications / Skills + Experience / Knowledge / Personal Attributes

#### **Skills and Experience**

- Ability to manage multiple tasks and adapt to changing work priorities in order to deliver quality outcomes within short timeframes and with minimal supervision
- Communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with good humour, sound judgement, tact, discretion and confidentiality
- Ability to use initiative and problem solving to achieve results in accordance with practices and policies
- Competency in Microsoft Office
- High level attention to detail
- Ability to work cooperatively and flexibly to fulfil individual and team performance
- Consultation, collaboration, partnership and stakeholder relationship expertise

#### **Personal Attributes**

- Culturally aware, inclusive in approach and respectful of all others at all times
- Calm and highly organised, who has a structured yet flexible working style and is adept at reprioritising workflows in order to meet tight deadlines in a fast-paced environment
- Commitment to actively nurture collaborative working relationships, and has the initiative and drive to improve workplace processes
- Exceptional standards of personal integrity and who ensures that sensitive matters are handled discreetly and diplomatically
- Convincing and confident communicator
- Strategic thinker, able to make connections and plan for the future
- Demonstrated ability to work with minimal guidance
- Flexible and adaptive team player

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### Core Capabilities

#### ***Essential***

- Relevant qualifications and/or experience
- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Demonstrated ability to support strategic direction
- Demonstrated ability to achieve results
- Demonstrated ability to support productive working relationships
- Displays personal drive and integrity
- Demonstrated ability to communicate with influence

#### ***Desirable***

- Experience in a not-for-profit organisation

This attachment sets out the type of information we are looking for against each of the core competency listed above. You will see that under each core competency there is a list of bullet points which provides guidance on the types of things that are considered relevant against the competency. **Please note that you are not limited to the dot points provided nor are you expected to address each dot point - they provide additional guidance only...**

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## **Relevant qualifications and/or experience**

- apply qualifications in an area similar to that described in the Position Description
- gained and/or apply experience in an area(s) similar to that described in the Position Description

## **Ability to support strategic direction**

- supports shared purpose and directions
- thinks strategically
- harnesses information and opportunities
- shows judgment, intelligence and common-sense

## **Ability to achieve results**

- identifies and uses resources wisely
- applies and builds professional expertise
- responds positively to change
- takes responsibility for managing work projects to achieve results

## **Ability to support productive working relationships**

- nurtures internal and external relationships
- listens to, understands and recognises the needs of others
- values individual differences and diversity
- shares learning and supports others

## **Displays personal drive and integrity**

- demonstrates personal professionalism and probity
- engages with risk and shows personal courage
- commits to action
- promotes and adopts a positive and balanced approach to work
- demonstrates self-awareness and a commitment to personal development

## **Ability to communicate with influence**

- communicates clearly
- listens, understands and adapts to audiences
- negotiates confidently