

<b>Position</b>	Senior Policy Officer
<b>Business Unit</b>	Policy
<b>Classification</b>	AIDA Level 7.1, \$101,410
<b>Location</b>	Old Parliament House, 18 King George Terrace, Parkes ACT
<b>Status</b>	Non-Ongoing until 30 June 2023 (renewal contingent on funding)
<b>Responsible to</b>	Executive Manager Policy

### Australian Indigenous Doctors' Association

The Australian Indigenous Doctors' Association (AIDA) is the peak 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.

## Position Purpose + Responsibilities

The Senior Policy Officer is responsible for delivering the Indigenous Medical Specialists Trainees (IMST) Program, which produces the '*Growing the number of Aboriginal and Torres Strait Islander medical specialists*' report. This program was established in 2017 and developed 15 minimum and best practice standards to support the growth of the Aboriginal and Torres Strait Islander Specialist Medical Workforce.

AIDA currently works with the individual medical colleges to establish and improve their recruitment and retention strategies, working towards eliminating racism through the adoption of cultural safety programs and practices and adequately supporting Aboriginal and Torres Strait Islander doctors. It also promotes increased accountability for training by continuing public reporting of the progress of individual colleges against the minimum and best practice standards.

The Senior Policy Officer will work with colleges to negotiate support activities to improve their performance against the recruitment and retention standards. Working collaboratively across the other teams of AIDA, the Senior Policy Officer will join up knowledge and data, to provide workforce policy advice to both AIDA and the colleges. This role requires strong project management skills, negotiation and liaison skills, and data literacy skills. This is a semi-autonomous role and would suit someone who enjoys clearly defined project work with a range of stakeholders.

Under limited supervision, the Senior Policy Officer will:

1. Liaise with and develop relationships with specialists medical training providers to support a culturally safe learning and work environment for Aboriginal and Torres Strait Islander doctors.
2. Develop and implement project plans that further the objectives of the IMST Program, culminating in the coordination and publication of the 2023 report against the minimum and best practice standards.
3. Design, collect and interpret data from a range of sources that pertains to the Aboriginal and Torres Strait Islander workforce.
4. Undertake high level analysis, provide sound advice to the AIDA Executive and develop supporting policies in relation to Aboriginal and Torres Strait Islander health workforce issues.
5. Effectively liaise with, negotiate and influence a range of stakeholders across the medical training continuum, including specialist medical colleges, government and non-government organisations.
6. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and Torres Strait Islander peoples.
7. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
8. Undertake reporting activities for a range of stakeholders, including the Australian Government.
9. Other duties as required, including annual AIDA Conference planning and general workforce policy support.

The scope of responsibilities above 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 described responsibilities either individually or as a member of a team.

## Core Capabilities and Selection Criteria

### ***Essential***

- Sound understanding of current issues impacting on Aboriginal and Torres Strait Islander people, in particular those related to Aboriginal and Torres Strait Islander health and/or health workforce or the ability to learn.

- Sound understanding of Aboriginal and Torres Strait Islander cultures and a demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- Demonstrated data literacy, including experience in the collection or interpretation of data.
- Demonstrated project management skills, including planning, time management skills, problem solving and risk management.
- Proven experience delivering outputs in an environment of competing demands.
- Highly developed oral and written communication skills including the demonstrated ability to communicate effectively across a range of settings and stakeholders including with government, non-government agencies, Aboriginal and Torres Strait Islander people, and/or medical bodies.
- Demonstrated ability to work individually and as a member of a team.

***Desirable***

- Tertiary qualifications in health or related disciplines; or
- Experience working with Aboriginal and Torres Strait Islander communities; or
- Lived experience in the post-graduate medical training continuum.