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| <b>Position</b>       | Senior Policy Officer                                    |
| <b>Business Unit</b>  | Policy   |
| <b>Classification</b> | AIDA Level 6, \$90,920 - \$97,913                        |
| <b>Location</b>       | Old Parliament House, 18 King George Terrace, Parkes ACT |
| <b>Status</b>         | Contract until 30 June 2023                              |
| <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 and Responsibilities

Our Senior Policy Officer is responsible for researching and drafting policy documents relating to Aboriginal and Torres Strait Islander health and health workforce issues. This includes analysis and advice regarding key strategies such as the *Aboriginal and Torres Strait Islander Health Plan 2021-2031* and the *National Medical Workforce Strategy 2021-2031*.

Our Senior Policy Officer will contribute to a range of submissions, policy positions, research and publications. Additionally, to health and health workforce, AIDA has a supporting policy agenda on issues like climate change, incarceration and raising the age of criminal responsibility, doctor mental health and wellbeing, and considering the social and cultural determinants of health. The Policy team also has a liaison, engagement and advocacy function. Our Senior Policy Officer will build and maintain relationships with a range of external stakeholders to support the *AIDA Strategic Plan 2021-2024*.

Under limited supervision, the Senior Project Officer will:

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.
4. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples.
5. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples.
6. Other duties within your capabilities as directed.

The scope of responsibilities above are intended to describe the general nature and level of work being performed, and are not 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, our Senior Policy Officer will undertake the described responsibilities either individually or as a member of a team.

## Core Capabilities and Selection Criteria

### ***Essential***

- Sound understanding of Aboriginal and Torres Strait Islander cultures and a demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- Demonstrated research, analysis and policy development skills.
- 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 a demonstrated ability to transfer policy skills and rapidly acquire new knowledge.
- Sound 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.
- Proven experience delivering outputs in an environment of competing demands.
- Demonstrated ability to work individually and as a member of a team.

***Desirable***

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