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| **POSITION:** | Policy Officer |
| **TERM:** | 1-year contract, 0.5 FTE |
| **LOCATION:** | Remote - WFH |
| **REMUNERATION:** | Circa $80k per annum, pro rata for 0.5 FTE |

# BROAD PURPOSE

This position works collaboratively in a small team environment to assist the Council in meeting its mission and goals. The Policy Officer will play a key role in driving the development of national allied health policies, engaging in government and sector consultations, crafting submissions for review processes, conducting research to support advocacy efforts, and providing comprehensive briefings to government officials on pertinent issues affecting the health sciences sector.

ACDHS is growing since incorporating as a company limited by guarantee in late 2022 after many years as an association.

# POSITION ENVIRONMENT

The Australian Council of Deans of Health Sciences (ACDHS) is the peak representative body of Australian universities that provide pre-professional education in the allied health sciences. The Council adopts a whole of health system perspective, and is a strong advocate for the role and contribution of the allied health professions.

The ACDHS is a forum for representation, coordination and information sharing which aims to strengthen the education of allied health practitioners to meet community needs across

Australia. With an ageing Australian population and the growth of chronic disease, the allied health professions are critical in providing adequate and appropriate health care to the Australian population.

# REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Executive Director of ACDHS. Key stakeholders that this position must liaise with include:

# Internal:

* ACDHS Board Chair
* ACDHS Board Directors
* ACDHS members
* ACDHS Board Directors
* Executive Director and events and finance personnel.

# External

* Commonwealth government, including relevant departments.
* Relevant non-governmental organisations
* Peak professional bodies
* Business support service providers

# CORE RESPONSIBILITIES

1. **Policy Development:** Collaborate with internal stakeholders and external partners to develop evidence-based policies that address current and emerging challenges in the health sciences sector.
2. **Government and Sector Consultation:** Represent ACDHS in consultations with government agencies, industry bodies, and other relevant stakeholders to contribute to the development of national health policies.
3. **Submission Review Processes:** Lead the preparation and submission of high-quality responses to review processes initiated by government agencies or industry bodies, ensuring alignment with ACDHS's strategic objectives.
4. **Research and Analysis**: Conduct research and analysis on key issues impacting the health sciences sector, to inform advocacy efforts.
5. **Advocacy Support:** Provide support to advocacy initiatives by drafting position papers, policy briefs, and presentations that articulate ACDHS's stance on critical health-related matters.
6. **Government Briefings:** Prepare briefings and reports for the Australian Government Department of Health and Aged Care, as well as targeted communications for other stakeholders.

# SELECTION CRITERIA

## Essential

1. Tertiary qualifications in health sciences, public policy, political science, or a related field.
2. Proven experience in policy development, government relations, or advocacy within the health sector.
3. Strong understanding of Australian health policy landscape, legislative processes, and regulatory frameworks.
4. Research, analytical, and critical thinking skills, with the ability to translate complex information into clear and compelling communications.
5. Strong interpersonal, relationship building, client engagement and communication skills (verbal and written)
6. Demonstrated ability to engage effectively with diverse stakeholders and build collaborative relationships across government, academia, and industry.
7. Proficient organisational skills and the ability to manage multiple tasks simultaneously while meeting deadlines.
8. Intermediate computer skills, including the use of Microsoft Office and online survey applications.
9. Ability to work autonomously and remotely (WFH)

## Desirable

1. Experience in allied health, health administration.

***Location:***

Sydney, Brisbane, Melbourne, Adelaide, Canberra - WFH

**NB:** ACDHS operates a virtual executive and back office. Personnel are not employees and are independent contracted service providers who offer contracts under an ABN. Superannuation is payable. ACDHS Members are located at over 30 Australian Universities nationally.