



Position Description

Policy and Research Officer

Reports to: Director Policy and Strategy Development
Direct reports: N/A
Date: January 2024

Position purpose

The National Rural Health Alliance – Australia’s peak non-government organisation for rural, regional and remote health – is seeking an experienced professional to join the Alliance’s policy and strategy development team. The Alliance is committed to improving the health and wellbeing of the seven million people living in rural, regional and remote Australia. Our vision is for healthy and sustainable rural, regional and remote communities.

The Alliance is seeking a full-time Policy and Research Officer to join our small Canberra-based organisation. The Policy and Research Officer will work closely with the Director Policy and Strategy Development, Chief Executive and other members of the Alliance team. The expertise of the Alliance member organisations is another important resource which contributes to the development of policy and strategy.

The position relies on your experience in policy development, research and stakeholder engagement to contribute to the development of the Alliance’s strategic policies, initiatives and advocacy positions. An understanding of health policy and funding in Australia, and an appreciation of the impact of policy and funding on rural, regional and remote Australians would be desirable. The successful applicant will take a lead role in interpreting and monitoring developments in health policy and funding and researching key priorities for the Alliance in its policy development and advocacy. This will include the production of key policy documents including research reports, position papers, policy statements, fact sheets, submissions to government inquiries and consultations and leading other projects relevant to the work of the Alliance. The role will involve liaising with colleagues, Alliance members, research bodies and other relevant organisations.

Position responsibilities

The Policy and Research Officer works with the Director Policy and Strategy Development to:

- Contribute to the development of evidence-based policy, strategic vision and advocacy positions for the organisation.
- Identify the core policy issues affecting the funding, development and delivery of health, aged and disability care to people living in rural, regional and remote Australia.
- Lead the preparation of formal written positions, submissions, fact sheets, policy briefs and recommendations on key policy issues.
- Conduct research to ensure Alliance policy and advocacy is current, accurate, credible and evidence-based.



- Monitor, analyse and provide advice on legislation and other government or stakeholder policies or initiatives which influence the health and wellbeing of rural, regional and remote Australians.

Stakeholder engagement

- Work with Council member organisations to advocate for improvement in rural, regional and remote health in alignment with national policy directions.
- Work collaboratively with stakeholders, such as community organisations, government and other organisations relevant to the Alliance's purpose.

Other

- Contribute to a workplace culture that is consistent with the Alliance vision, objectives, guiding principles and values.
- Work in a manner consistent with the governance and management policies and procedures of the organisation.
- Undertake administrative tasks as required in a small team.
- Utilise expertise to mentor and develop capacity in other members of the Alliance team.

Selection criteria

Essential:

- Tertiary qualifications in a relevant health, policy development or research-related discipline.
- Proven expertise in policy development, research and analyses, preferably in the health sector or a health-related government agency.
- Demonstrated capacity and experience in writing a range of high-quality policy documents for a variety of audiences including government, stakeholders and the wider community, ensuring that information is accurate, current and presented in an informative and accessible way.
- Proven ability to work collaboratively and constructively with a wide range of stakeholders including government departments and other peak body organisations.
- Possess the ability to work in a team, have good organisational ability and demonstrated capacity to take initiative, be self-directed and meet deadlines with minimal supervision.

Desirable:

1. Expert-level knowledge and understanding of policies and issues relevant to rural, regional and remote health in Australia.
2. An appreciation of the issues affecting Australians living in rural, regional and/or remote locations.
3. Experience working in the not-for-profit service sector with a strong advocacy focus.