



## Position Description

### Director, Policy and Strategy Development

Reports to:	Chief Executive Officer (CEO)
Direct reports:	Policy and Research Officer; Policy and Data Analytics Officer
Date:	June 2022

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#### Position purpose

The National Rural Health Alliance (the Alliance) is the peak body for rural and remote health in Australia. We represent 42 member bodies, and our vision is for healthy and sustainable rural, regional and remote (rural) communities.

The Alliance is seeking an experienced professional to lead the Alliance's strategy and policy development team. The Director will work closely with the Chief Executive Officer and other members of the Alliance team to lead the development of key strategic initiatives and policies to improve the health and wellbeing of people in rural, regional and remote Australia.

#### Position responsibilities

The Director, Policy and Strategy Development works with the Chief Executive Officer to:

- Lead the development of the strategic planning and policies for the Alliance.
- Identify the core policy issues impacting on the planning, development and delivery of health care to people living in rural and remote Australia.
- Prioritise and scope the development of policy positions for further dissemination and action.
- Ensure that policy papers are reflective of contemporary evidence-informed research findings and best practice principles.
- Lead the preparation of formal written position papers and statements, submissions, fact sheets, policy briefs and recommendations on key policy issues as identified and agreed.
- Analyse relevant legislative and regulatory matters and keep up to date with government policy and program discussions in related areas.
- Analyse and provide advice on government and other stakeholders' health policies, programs, decisions and proposals.
- Manage the policy team to deliver high quality policy documents.
- Work with Council member organisations to advocate for improvement in rural and remote health in alignment with national policy directions.
- Work cooperatively 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, objects, 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.
- Provide support to the Chief Executive Officer and others on matters relating to planning, operating budget, future funding opportunities, management and project reporting, operational systems and processes and other administrative duties relating to the Alliance's policy and programs activities as required.
- Perform other duties as directed and necessary for the proper performance of the role.
- Represent the Alliance on behalf of the CEO at professional meetings and public forums.

### **Selection Criteria**

#### ***Essential:***

1. Tertiary qualifications in relevant discipline aligned to strategy and policy development at national level, preferably in a health-related discipline.
2. A record of achievement at a senior level in formulating strategy and policy that has resulted in substantive change.
3. Proven ability to work collaboratively and constructively with a wide range of stakeholders including government departments and other peak body organisations.
4. Initiative, drive and demonstrated leadership capacity, together with a capacity to work constructively in a small team environment.
5. Superior skills in analysis and synthesis of health data, as well as peer-reviewed and grey literature.
6. High-level communication skills, written and oral.
7. A commitment to improving the health and wellbeing of the 7 million people living in rural and remote Australia.

#### ***Desirable:***

8. Experience working in the health sector and in regional, rural or remote locations.
9. Experience working in the not-for-profit service sector with a strong advocacy focus.
10. Expert-level knowledge and understanding of policies and issues relevant to rural and remote health in Australia.