

POSITION DESCRIPTION

POLICY & RESEARCH OFFICER

Position Title	Policy & Research Officer
Reports to	GM Engagement
Team	Engagement
Work Location	Level 4, 302 Burwood Rd, Hawthorn
Duration of role	12 month Fixed Term Contract
Full Time Equivalent	Full time

Purpose of the Position:

Working in a small Engagement team, the Policy and Research Officer plays an important role to positively build and enhance the reputation of the Council with key stakeholders and customers.

The primary purpose of this role is to coordinate and support the Council's engagement in the political, government and regulatory spheres, specifically related to our physiotherapy education accreditation and assessment functions.

Key Deliverables:

The role is a combination of operational and strategic, undertaking research and critical analysis for the Council across the policy, political and healthcare landscapes.

Key responsibilities include:

- Able to rapidly appraise large volumes of information and derive critical issues for the physiotherapy workforce
- Coordinate activities and reporting related to government reviews, recommendations, and policy directives
- Analyse and work with the executive team to draft responses to government reviews
- Provide advice and briefings to Council's leadership on matters related to engagement with Commonwealth, state and territory governments and other external regulatory bodies
- Monitor external sources of information to ensure the Council remains aware of activities, healthcare reviews and policy influences that may impact the Council's work in healthcare regulation and the broader healthcare environment.
- Produce policy updates for internal stakeholders

- Undertake other activities as required.

Skills, Knowledge and Experience:

Essential

- Tertiary qualification in policy and/or public health or other relevant discipline
- 3 - 5 years working in policy and/or public health context
- Ability to research, analyse and interpret Australian and international policy information
- An understanding of the current Physiotherapy landscape both in Australia and nationally
- Strong communication skills
- Liaise with high level stakeholders and handle sensitive and confidential information appropriately
- Work within a context of change and ambiguity and identify potential solutions within this context

Desirable

- Knowledge and experience of the Australia's healthcare regulatory environment (National Registration and Accreditation Scheme), including the Australian Physiotherapy Board of Australia
- Physiotherapy or health qualification
- Experience with not-for-profit organisations

Personal attributes:

- A strong alignment with the values and culture of the Council.
- Strong team member and contributor.
- Can work proactively, independently and is self-motivated, focused on successfully producing the key deliverables of the role.
- Anticipates needs of stakeholders, and strives to deliver beyond the basic needs.
- Leads by example, and empowers others to succeed.
- Has a growth mindset, and takes personal responsibility to grow and develop professionally.
- Has a strong work ethic, and ability to engage in complex problem solving.
- Willing and able to adapt and change as the environment and circumstances require.
- Intentionally collaborative and recognises the opportunities to work with others for mutual benefit.
- Positively contributes to the organisational culture and values.

About The Council

The Australian Physiotherapy Council is a not-for-profit public company that has two core responsibilities – we accredit entry-level physiotherapy programs delivered by Australian universities, and we assess overseas practitioners who wish to practice physiotherapy in Australia.

The Council is the appointed accrediting authority for physiotherapy under the National Registration and Accreditation Scheme (NRAS) and is authorised by the Physiotherapy Board of Australia which is part of the Australian Health Practitioner Regulation Agency (Ahpra).

We are a for-purpose, values-based organisation. Our organisational values are our driving force that enables our people to focus on and deliver our purpose.

