

Position Description

Position title:	Policy Advisor – Policy and Government Relations
Division:	Policy and Government Relations
Location:	Camberwell (VIC) Hybrid
Reports to:	General Manager, Policy and Government Relations
EFT:	Full time
Approved by:	CEO
Date approved:	January 2025

About us

With over 32,000 members, the Australian Physiotherapy Association (APA) is the peak body representing the interests of Australian physiotherapists and their patients. We are committed to professional excellence and career success for our members, which translates into better patient outcomes and improved health conditions for all Australians.

We advocate strongly for access to quality physiotherapy services, provide leadership in the wider health landscape, create lifelong information and learning opportunities for members, and promote the value of physiotherapy to the broader community.

As an Employer of Choice, and winner of the 2022 Association of the Year award, the APA is proud to have a great working culture that is underpinned by our core values:

Accountability | Excellence | Collaboration | Courage | Respect

The APA provides a variety of employee benefits:

- 3 extra days of leave at the end of the year
- a mental health day
- hybrid working environment
- savings on a range of corporate partner products
- access professional development opportunities
- ...and lots more.

About the role

As a Policy Advisor in the Policy and Government Relations (PGR) team, you will report to the General Manager, PGR. The role is key in enhancing the division's advocacy efforts and establishing policy legitimacy across various areas. The policy Advisor will also collaborate closely with the Strategy and Policy Specialist, PGR, to support major campaign activities.

Key responsibilities

Responsibilities include providing expert advice on healthcare system challenges, leading assigned APA Policy and Advocacy Blueprint deliverables, fostering relationships with key health sector bodies, analysis of complex information, and crafting positioning and strategic communications for campaigns.

The following accountabilities broadly define the role expectations of this position:

- with the Strategy and Policy Specialist, support the planning and conceptualisation of strategies to support national campaign work
- prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues and issues across equitable access
- engage in proactive consultation with internal and external stakeholders, actively participating in policy forums, fostering collaborative relationships
- drive planning and inform on project delivery, including anticipating challenges and proactively engaging with senior leadership to manage risk, ensure high quality delivery and impact
- support State Branches to advocate for policy and align with APA national policy, including in strengthening our campaigns to Primary Healthcare Networks
- support members as they participate in consultations on public policy issues, including the (co)design and re-design of funding programs that support the provision of physiotherapy
- collaborate with staff in teams across the APA to ensure the organisational strategy and tactics being used to pursue policy goals align with those occurring in professional education, communications and marketing.

About you

A foundation in public policy, communications, journalism, law or related discipline, either through academic qualifications or relevant experience, will be highly regarded.

The successful candidate will have:

- a professional, positive, strategic and solutions-focused approach to work
- the ability to work with professionals on structural and systemic issues that affect their ability to deliver high quality services
- excellent written and verbal communication skills, and experienced in preparing briefs and background analyses
- sound skills and experience in rapidly appraising large volumes of information and deriving critical issues from it
- strong interpersonal skills with demonstrated confidence in presenting indicative solutions to panels of peers
- the ability to effectively prioritize and execute tasks in a high-pressure environment
- experience in working independently on substantive problems and collaborating in a team-oriented environment
- experience in a policy or strategic communication-related position
- a high level of knowledge of the Australian healthcare system, government policy including a comprehensive understanding of issues impacting on the delivery of physiotherapy services
- knowledge of the Australian political landscape would also be highly regarded
- ability to travel interstate from time to time.