

Position Description:

Policy Officer



Incumbent	Reports To	Date
Vacant	National Policy and Projects Director	April 2023

About Palliative Care Australia (PCA)

Palliative Care Australia (PCA) is the national peak body for palliative care. PCA represents all those who work towards high quality palliative care for all Australians. Working closely with consumers, our Member Organisations and the palliative care workforce, we aim to improve access to, and promote the need for, palliative care. We believe quality palliative care occurs when strong networks exist between specialist palliative care providers, primary generalist, primary specialist and support care providers and the community.

Purpose: Palliative Care Australia leads a unified voice to strengthen our collective impact towards excellence in palliative care

Our organisation has a national focus, with our office located in Canberra, on Ngunnawal country, however our Member Organisations are located in the capital cities of each state and territory. In addition, we have three Affiliate Associations, two of which have members in Australia and New Zealand. PCA is also a member of the International Association for Hospice & Palliative Care and the Worldwide Hospice Palliative Care Alliance.

PCA is committed to an ongoing reconciliation action strategy and has a Reflect RAP where we aim to build and develop reconciliation action commitments into the future.

Position Purpose

The Policy Officer / Senior Policy Officer plays a pivotal role in assisting the PCA Policy Team to develop and deliver appropriate policy and advocacy strategies that support PCA's strategic direction.

Main Tasks and Responsibilities

- Undertake research and analysis to identify emerging issues for PCAs policy and advocacy agenda.
- Respond to Government inquiries, reviews, submissions and reports as appropriate to promote quality care at the end of life.
- Consult and liaise with relevant stakeholders such as PCA member organisations, advisory committees, government officials, health service providers and consumer organisations to inform policy development.
- Effectively engage with the political process, key government agencies and a range of other stakeholders to represent the interests of PCA and the palliative care sector.
- Support Member Organisations, working groups and committees, and other stakeholders and experts to contribute to PCA's policy initiatives.
- Contribute to the production of PCA Board papers, reports, publications, submissions, position statements, briefing papers, responses to reports and conference papers, and develop other evidence-based policy materials relevant to palliative care.
- Develop and implement strategies to advance end-of-life issues in health, aged care and adjacent systems.
- Attend and participate in internal and external working groups, roundtable discussions, meetings, forums, conferences and seminars as required.
- Coordinate with PCA colleagues to ensure policy and advocacy activities meet the requirements of funding agreements and contractual deliverables.
- Respond to relevant funding opportunities and manage specific project budgets.
- Contribute to the achievement of PCA's strategic goals and objectives.

Corporate Requirements

- Participate as an effective team member within PCA, including assisting other members of the team when required
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to this position and workplace
- Undertake other duties as required, commensurate with existing skills, knowledge and experience
- Able to demonstrate values consistent with PCA.
- Participate as an effective team member within PCA, including assisting other members of the team when required;
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus;
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy;
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect;
- Be conversant with policies and procedures relevant to this position and workplace.

Skills, Knowledge, Experience and Key Attributes

Essential

- Tertiary qualifications in a relevant discipline (eg. social science, policy, research or related field).
- Broad understanding of the health sector and/or knowledge in the field of end-of-life care or a related area such as aged care or disability.
- Understanding of policy development and advocacy, and the ability to drive change agendas.
- Excellent written and oral communication skills, including the demonstrated ability to write submissions, reports and other materials to a high standard.
- Demonstrated project management skills, including the ability to successfully manage and implement multiple projects simultaneously.
- Excellent organisational and time management skills, a demonstrated capacity for initiative and self-motivation, and the ability to work well under pressure both independently and collaboratively.

Desirable

- Knowledge and experience in managing programs, projects and/or contracts with or on behalf of government and other funding bodies.

Palliative Care Australia is located in Canberra on the land of the Ngunnawal People. We wish to acknowledge the traditional owners of this land, the Ngunnawal People and their Elders past and present. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.