

Position Description

Position title:	Manager, Policy
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:	July 2026

About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 35,000 physiotherapists in Australia. It does so by advocating for access to quality physiotherapy services, providing leadership in the wider health landscape, creating lifelong information and learning opportunities for members, and working with stakeholders to support members' interests.

APA is proud to be a 5-Star Employer of Choice, Winner of the 2022 Association of the Year award and have a vibrant and inclusive working culture that is underpinned by our core values:

Accountability | Excellence | Collaboration | Courage | Respect.

The APA provides a variety of employee benefits:

- Hybrid working environment.
- Three additional gifted days of leave at the end of the year.
- Birthday leave.
- A dedicated mental health leave day.
- Access to discounts and savings through a range of corporate partner programs.
- Ongoing professional development and learning opportunities.
- Access to Employee Assistance Programs .

...and much more.

About the role

The Manager, Policy is a newly created management role within the APA's Policy and Government Relations (PGR) team, established to strengthen delivery discipline, coordination and consistency across the APA's policy and advocacy program. The role supports the delivery of the Policy and Advocacy Blueprint by ensuring priority work is well structured, appropriately resourced and delivered to a high standard.

The role is responsible for the operational leadership of the policy team, supporting timely delivery of the APA's policy agenda through effective prioritisation of resources, workflow management and quality assurance. The role combines people leadership and senior policy practice and directly contributes to major policy outputs.

Reporting to the General Manager, PGR, the Manager, Policy works closely with the Strategy and Policy Specialist, and with the Senior Business Advisor, to coordinate visibility of capacity, dependencies, risks and timelines to ensure high quality policy delivery. The role also supports effective integration and coordination across the APA, and engagement with APA members.

Key relationships

- General Manager, Policy and Government Relations
- Strategy and Policy Specialist
- Senior Business Advisor
- Senior Policy Advisor and Policy Advisor
- Broader APA teams including, Media, Communications and Member Operations
- APA members and representative groups
- Government and other external stakeholders

Key Responsibilities

Policy leadership, capability and delivery

- Provide direct line management, guidance and support to the policy team.
- Lead the development of policy capability across the team through coaching, mentoring, performance management and quality review processes.
- Oversee and lead all the outputs of the policy team function managing workflow, task allocation, timelines, quality assurance, delivery, risks and reporting, while setting clear expectations for the team.
- Monitor workload distribution, maintain visibility of work across contributors and support a sustainable, collaborative and effective team environment.
- Ensure all outputs maintain consistent policy methodology, drafting standards and evidence-based approaches across the team, meeting APA standards for quality, evidence and strategic positioning.
- Lead structured planning, prioritisation and tracking of deliverables across priority areas.
- Ensure coordination of inputs from policy, clinical, economic, research, communications and member-facing contributors.

Policy writing and delivery

- Lead the development of major policy submissions, briefing papers, consultation responses and advocacy materials.
- Author, review and edit high-profile policy documents and strategic advocacy outputs, ensuring they are clear, consistent and aligned with organisational positioning.
- Provide authoritative policy analysis and advice on complex health system, funding and workforce issues.

About you and selection criteria

You bring strong policy leadership, organisational discipline and sound judgement to complex and fast-moving work. You communicate clearly, build productive relationships and are confident coordinating diverse contributors to achieve shared outcomes. You are able to balance strategic intent with practical delivery, providing structure, guidance and momentum across priority policy and advocacy work.

- Demonstrated ability to lead, support and develop staff, including setting clear expectations, guiding performance and building capability.
- Advanced organisational capability, including the ability to plan, prioritise, coordinate and track work across multiple contributors, dependencies and timelines.
- Highly developed writing, editing and quality assurance skills, with the ability to produce clear, consistent and persuasive materials for senior and policy and funder audiences.
- Proven ability to bring structure, coordination and delivery discipline to complex policy work programs, ensuring work progresses efficiently and to a high standard.
- High level policy judgement and analytical capability, including the ability to shape evidence-informed policy and advocacy outputs on complex health system issues.
- Ability to build effective relationships across internal teams, members, senior leaders and external stakeholders, and coordinate diverse inputs into coherent organisational positions.
- Highly developed capacity to manage competing priorities, identify and escalate risks, maintain delivery discipline and ensure work progresses to agreed standards.
- Demonstrated understanding of policy and system pressures affecting access, equity and workforce across health, disability and aged care settings in the Australian context.

Technical expertise

- Demonstrated experience leading the development of complex policy submissions, position statements and strategic advocacy materials.
- Exceptional writing, editing and synthesis skills, with the ability to translate complex evidence into persuasive policy and advocacy outputs.
- Experience providing authoritative policy advice to senior executives and external stakeholders.
- Demonstrated experience in project management, coordination or PMO-style delivery across multiple workstreams.

Essential criteria

- Relevant tertiary qualifications in public policy, health, economics, management, project management or a related discipline, or equivalent professional experience.
- Significant professional experience in policy, government relations or a related advisory environment.
- Demonstrated experience managing or supporting staff, including task allocation, performance guidance and capability development.