

Position Description

Role Title:	Director of Policy
Reports to:	CEO
Hours:	1.0 FTE
Location:	Deakin, Canberra
Salary:	Commensurate with skills and experience

About Australian Pathology

Australian Pathology (AP) is the national peak body for private pathology in Australia. Our membership performs more than 95% of all private pathology testing completed in Australia, including pathology testing on referral from General Practitioners and Specialists for all patients treated in the community, and inpatient pathology for private patients in private and public hospitals.

If you have ever had a blood test, biopsy or a swab, you have received services from a Pathologist, which are delivered in a Pathology laboratory.

Australian Pathology is a small team that supports the Board and members. An opportunity has become available for a new position to head up work in the policy area of Australian Pathology's business.

Personal attributes

- Analytical skills and thinking
- Ability to think strategically and in a focus on detail and complex issues
- Willing to use initiative
- Highly motivated and professional with high standards
- Adaptable and flexible

Experience

- Conducting detailed research, analysis and synthesis of complex information, including data from Medicare and confidential data from Members
- Drafting professionally written reports and managing documents
- Critiquing and improving policy proposals
- Interacting with internal government decision-making processes
- Building relationships with, influencing and managing stakeholders both internal and external
- Attending, participating in and at times leading senior-level meetings with Government, boards, committees, peer groups and related stakeholders

Responsibilities

Reporting to the CEO, the Director of Policy will have the following responsibilities within their role:

1. Policy development

- Develop and manage AP policy options, position papers, submissions, briefing papers and formal policy proposals that meet the needs of AP's diverse membership.

- Incorporate input which reflects the views of members, known and perceived government objectives, the current political environment and the latest data and industry trends.
2. Member services and reporting
 - Develop strong working relationships with AP members, to build personal insight into the challenges and opportunities for the pathology sector.
 - Coordinate the preparation of analysis and reports to members on current issues.
 3. Professional writing for a range of audiences
 - Prepare communication and background material, advice, recommendations and calls to action for external stakeholders, consumer groups, patients, and professional and medical organisations.
 4. Government, parliamentary and departmental liaison
 - Work with the CEO and independently to develop strong consultative relationships with the Department of Health, Ministers and their advisors, shadow Ministers and advisors and all members of parliament and their advisors, to support AP's positioning in Canberra.
 - Further AP's ambitions to take a partnership role with government to achieve outcomes that are desirable for the sector.
 5. AP Board and Member Meeting secretariat support
 - Provide support to the CEO for Member Meetings, including preparation of meeting papers and presentations where required.
 6. Sub-committee management
 - Directly manage and support formal and informal AP sub-committees as constituted from time to time. These activities are designed to support the development and analysis of policy options for AP.
 7. Project management
 - Manage selected projects on an autonomous basis, with direction and feedback from the CEO.
 - Coordinate, brief and manage external consultants who are engaged by AP, including but not limited to health economists, policy specialists, lawyers and PR and Marketing specialists.
 8. Amendments to Medicare Benefits Schedule
 - Develop a comprehensive understanding of how pathology is regulated and remunerated under the Medicare Benefits Schedule
 - Coordinate MSAC feedback and proposals/ letters of support
 - Monitor proposed and forthcoming changes, and develop AP positions based on engagement with AP members and other stakeholders.
 9. Data analysis and management
 - Initially, work with AP's data manager to understand the depth and breadth of pathology service data, from both Medicare and members.
 - Coordinate and utilise AP use of data.
 - Use available data to estimate the financial impact of policy options and proposed policy

changes on Medicare and private pathology organisations.

- Unsure an understanding of the up-to-date analysis of Medicare data for use by AP and our members with the AP and in policy proposals and advocacy.

10. Horizon scanning

- Actively scan the political and policy environment, including sector developments and data trends.

Salary

A commensurate salary has been proposed for the suitable applicant.

Some interstate travel will be required for this role.

Selection criteria

- Relevant Tertiary degree qualifications in social or political science, health promotion or other area of relevance
- Demonstrated knowledge of the Australian media and political environments.
- A record of achievement at a senior level in formulating strategy and policy that has resulted in substantive change.
- Proven ability to work collaboratively and constructively with a wide range of stakeholders including competitor members, government departments, members of parliament and their teams and other peak bodies.
- Initiative, drive and responsiveness to emerging opportunities and demonstrated leadership capacity.
- Superior analytical and research skills including the ability to utilise and interpret research and healthcare data.
- High-level communication skills, both oral and written.