

The Australasian College of Dermatologists



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

Position Description: Policy Officer

About the Australasian College of Dermatologists

The Australasian College of Dermatologists (ACD) is the sole medical college accredited by the Australian Medical Council for the training and continuing professional development of medical practitioners in the specialty of dermatology. As the national peak membership organisation, the College represents over 550 specialist dermatologist Fellows (FACD) and 100 trainees across the country.

The College is the leading authority in Australia for dermatology, providing information, advocacy and advice to individuals, communities, government and other health stakeholders on skin health and dermatological practice. Our vision is for the highest standard of skin health and dermatology care to be available to all patients and communities.

Position purpose

This is a new position, established to support the College's strategic policy, advocacy and research priorities in alignment with College's Strategic Plan.

The role is a contract full-time position, initially for 1 year and will be integral to our Member Services portfolio. The role will encompass a set of accountabilities which will aim to support, profile and advocate for fair, equitable and evidence-based health policy for patients, the community and the profession.

The role will involve engaging with a broad range of stakeholders to enable these accountabilities, including:

- CEO and Executive staff
- Team members within the Policy, Member Services, Communications and Education portfolios and other College staff
- College Faculty Officers and Fellows with membership of relevant Committees
- Other Fellows.

External

- Federal and jurisdictional government stakeholders (departmental and relevant agency representatives)
- Academic researchers and clinicians
- Research funders and partners
- Medical colleges, peak bodies and associations
- Community organisations and patient support groups.

Position Responsibilities

This position will hold responsibilities for:

- Policy and advocacy
- Member engagement and services
- Research

Policy and advocacy

- Proactive and timely development of high quality policy submissions, position statements, reports, briefings, discussion papers, presentations and other high level communication materials based on research and member consultation
- Monitor current issues, policies and legislation, political trends and debates on health-related policies, regulatory and clinical issues in Australia of relevance to the organisation
- Provide first line strategic analysis and context of health policy proposals from Federal and state/territory governments and other key stakeholders
- Work in collaboration with the Deputy CEO and Policy Manager to translate key policy positions into advocacy opportunities, ensuring consistency of messages and alignment with strategic goals
- Obtain input, collate feedback and seek endorsement of outputs for approval by the Board, staff and members where relevant
- Contribute towards ongoing communications to both internal and external stakeholders in respect of policy and research initiatives
- Provide input as required into College's community engagement activities which incorporate a policy focus.

Member engagement and services

- Facilitate member engagement by providing a central point of call and knowledge hub on relevant health policy issues
- Develop position statements and clinical consensus statements on priority topics, identified and prioritised with input from College subspecialty or special interest experts
- Provide high level secretariat and policy support to relevant committees and working groups, including the production of agendas, reports, minutes and item summaries
- Provide input into College's member communications and engagement activities which incorporate a policy and research focus
- Contribute to the development and implementation of member surveys and data collection relating to policy and research issues.

Research

- Assist the Deputy CEO and the team to deliver the College's Research and Member engagement strategy
- Assist with the management of the College's grant portfolio
- Develop relevant data sets and primary collection and evaluation of data to support the organisation's research strategy and member engagement
- Assist in the monitoring the health and clinical research landscape and help identify innovations and their potential impact
- Advocate and promote a culture of research amongst members to build on the existing foundations of research.

Skills and knowledge

- Policy development aptitude and experience
- Demonstrated high level ability to research, analyse and interpret data from a variety of sources
- Knowledge of health policy, clinical care, clinical or scientific research
- Knowledge of the Australian health and clinical research environment
- Ability to synthesise coherent statements out of complex and multiple inputs
- Excellent and persuasive writing skills in policy, reviews, strategy and reports
- Ability to work with teams and experts in subspecialty fields
- High level analytical capability of data
- Values the inputs of stakeholders and deals respectfully with any stakeholder
- Strategic acumen.

Selection criteria

Essential

- Appropriate tertiary qualifications in a related discipline and relevant work experience – minimum 3 years
- Previous experience in health policy, clinical / academic research or advocacy
- Confident verbal and written communication skills that motivates, creates influence, shapes opinion and facilitates input
- Ability to gather, research and synthesis information from a broad range of sources
- Ability to interpret complex and technical information and analyse it to inform evidence-based policy
- Critical thinking, problem solving
- Proven ability to work both independently and on collaborative projects.

Desirable

- Ability to produce documentation to a peer-review publication level.
- Experience in external relations, media, advocacy and promotional work
- Community engagement experience
- Member organisation experience.