



# Australian General Practice Network

## Senior Policy Adviser

January 2010

The Australian General Practice Network (AGPN) is a national Canberra based organisation established in 1998 to support 110 general practice networks and eight state based organisations throughout Australia.

AGPN is funded under the Divisions of General Practice Program, and is an integral component of the Australian Government's general practice policy. The strategy has resulted in greater involvement of general practitioners in the development of health policy, the planning and delivery of health services at the local and regional level and the management of a range of health service delivery projects.

AGPN's mission is to improve the health and wellbeing of communities and individuals by providing national leadership and support through the General Practice Network. We strive to become a cohesive high performing Australian general practice network that is the essential regional and local infrastructure for integrated primary health care delivery. AGPN has three key result areas: national leadership and advocacy (KRA1), Network capacity and performance (KRA2) and member engagement (KRA3). The senior policy adviser is primarily linked to KRA1.

AGPN's team comprises core administrative staff, policy advisers, principal network advisers and network support officers (approx 30 staff) who are highly motivated, adaptable and multi-skilled employees.

### Organisational values:

All staff at AGPN are required to operate in accordance with the organisation's values, to ensure that we act and relate with **PRIDE** in all that we do:

- **P**assion, **R**espect, **I**ntegrity, **D**aring and **E**xcellence
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### Position Description

The role of the Senior Policy Officer is twofold:

- to provide high level policy advice to the AGPN Board via the AGPN Chief Executive Officer (CEO), to the AGPN CEO and to the Manager Policy and Development and AGPN Program Managers on matters relating to the strategic focus and activities of the Divisions Network (AGPN, SBOs, and Divisions of General Practice)
- to provide advice and assistance in the preparation and delivery of a business development plan for the organisation, including the preparation of funding proposal and tenders.

**Australian General Practice Network Limited**

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**Delivering local health solutions through general practice**

*AGPN acknowledges the financial support of the Australian Government Department of Health and Ageing*

## **Knowledge, Education, Experience and Key Attributes**

### **Essential**

- High level conceptual and analytical skills and demonstrated ability to quickly grasp complex issues and generate advice and solutions with respect to policy and business opportunities for AGPN
- Highly developed communication, consultation, negotiation and liaison skills including the drafting of submissions, briefs, reports, position statements and correspondence
- Demonstrated capacity to engage with stakeholders and develop partnerships and networks
- Demonstrated ability to exercise judgement and initiative, to determine priorities, organise workload and ability to work independently or as part of a team
- Extensive knowledge of Australian government primary health care programs, primary health care issues, the general practice environment and the role of the Divisions Network in the health care environment
- Ability to develop Divisions network and general practice national policy and program solutions to issues impacting on the health of the Australian community
- Secretariat skills of a high order and demonstrated ability to work effectively within a team environment

### **Education**

- Tertiary qualifications in related health disciplines, public policy and/or communications

### **Key Responsibilities**

- Provision of high level policy advice on and participation in the development and execution of AGPN Strategic and Business Plans
- Conduct of research and analysis into matters identified by the AGPN CEO and/or Board and provide advice on the impact of those matters on or their relationship to the Divisions Network and general practice
- Provision of advice to the AGPN CEO and Board regarding emerging policy issues that have a potential to impact on the Divisions Network and the general practice setting
- Provision of high level support to the AGPN Board including policy advice and briefings, speeches and presentations
- Provision of advice and input to AGPN's business development plan and coordinate the preparation of funding submissions and tenders
- Provision of policy advice and briefing to AGPN representatives and represent AGPN at local, state/territory and national forums
- Provide advice to AGPN's Principal Network Advisers on the national and AGPN policy context in which their Programs operate
- Establish relationships and undertake consultation with key stakeholders on policy and program matters affecting the Divisions Network

## Selection Criteria

Candidates should include a paragraph addressing each of the essential criteria individually, along with educational qualifications.

## Reporting Relationships

Supervisor:	Executive Director Policy and Business Development
Position:	Senior Policy Adviser
Direct Reports:	Nil

## Terms of Employment and Remuneration

- The *Senior Policy Adviser* position will be appointed for a 12 month period. Continuation of employment is subject to ongoing funding from the Department of Health and Ageing.
- Salary will be negotiated commensurate with skills, experience and qualifications.
- Superannuation benefits will be in accordance with the provisions of Federal Superannuation Guarantee legislation. Flexible remuneration packaging will also be offered.
- The Senior Policy Adviser may be required to undertake some work outside of standard hours. It is expected that the position will require some inter and intra-state travel.

## How to Apply

Please forward your resume, a covering letter and contact details for three referees.

**By Email:** [mconroy@agpn.com.au](mailto:mconroy@agpn.com.au)

**By Mail:** PO Box 4308 Manuka ACT 2603

**Applications close:** Friday 12 February 2010

For further information please contact Leanne Wells on 02 6228 0800 or [lwells@agpn.com.au](mailto:lwells@agpn.com.au)

Website: [www.agpn.com.au](http://www.agpn.com.au)

## PRIDE: Our values in action

Our values guide the way in which we work together – internally and externally – for the greater benefit of AGPN, the General Practice Network, and the health and well being of the people of Australia. We act and relate with **PRIDE** in all that we do.

- **Passion:** we are passionate about our purpose and the contribution we can make to improve the health and wellbeing of the Australian community through the General Practice Network. This is demonstrated in the way we approach our day to day, and longer term, tasks and responsibilities.
- **Respect:** recognises the value and dignity of every person who associates with us. It is our responsibility to treat all with whom we come into contact with justice and compassion



no matter what the circumstances, and we are prepared to stand up for what we believe and challenge behaviour which is contrary to our values.

- **Integrity:** demonstrates that we are open and honest in the way we deal with each other and with others, that we accept responsibility and differences of opinion, are willing to share information and knowledge, and display loyalty and commitment in our roles.
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- **Daring:** recognises that we act with courage, that we are willing to take or seek out risks in the interests of the overall good of the organisation and those we are here to serve, and that we are bold and adventurous in our ideas, our approaches, and our execution of actions.
- **Excellence:** recognises we are responsible for ensuring a high performing organisation which has a focus on continuous improvement and quality; developing the skills, competencies and talents of those who work for AGPN; caring for the environment; and handing on a sustainable legacy to those who come after us.