POSITION DESCRIPTION

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| **Position Title** | Senior Policy Officer  (parental leave cover – contract until November 2025) |
| **Functional Area** | Fellowship Experience |
| **Date** | November 2024 |
| **Reports To** | Manager, Policy & Advocacy |
| **Direct Reports** |  |
| **Primary Objective** | This position supports the Policy and Advocacy Department with delivery of new key initiatives, policy development and communication strategies. The incumbent works closely with the Manager, Policy and Advocacy and will interface with other College staff in areas such as Education, IT and Communications to achieve required outcomes in accordance with the strategic vision of the College.  Responsible for contributing to the development and analysis of standards policies, position papers, projects and submissions as aligned with RACS’ strategic intent. |
| **Key Internal Relationships** | * EGM, Fellowship Experience * Executive Director, Surgical Affairs * STANZ Managers * Fellowship Services Team * Marketing & Communications Team * Education Team * IT Team * Fellows |
| **Key External Relationships** | * Specialist Groups * Other Medical Colleges * Consultants and external suppliers |
| **Primary Responsibilities** | **Policy and Position Paper Development**   * Coordinates the Department’s development and review of RACS position papers and standards in consultation with relevant Committees * Develops and reviews Fellowship Experience policies in consultation with key staff and committee members * Analyses existing policies and proposed policy changes, considering the potential implications for the surgical profession, health care system and the community * Prepares documentation and submissions articulating the RACS position on consultations relating to surgical practice and health policy * Participates and collaborates in internal/external meetings and other activities in consultation with the Manager, Policy and Advocacy and reporting to these as required * Coordinates the promotion of newly developed policy and position papers to internal and external stakeholders * Provides content editing and regular strategic review of the Department’s presence on the College website   **Project Management**   * Successfully implements project plans in line with key objectives and timelines * Completes and coordinate required documentation such as proposals, project initiation documents and progress reports * Consults with stakeholders including specialty societies with regard to project requirements * Oversee and coordinate strategic activities of the committees including:   + Actively manage and implement the strategic activities of the Committee   + Deliver outstanding member service including timely and accurate advice and information to Fellows   + Liaise with specialty societies and regulatory authorities as required   **Secretariat Support**   * Provides secretariat support to the relevant Committees and working groups * Prepares regular reports to Board, Committees and Council if required * Work with the Communications team to coordinate member communications via Surgical News, Fax Mentis and Social Media |
| **Essential Skills, Qualifications and Personal Attributes** | * Successful completion of a relevant university degree or an equivalent combination of education, training and experience * Experience in a similar position in an educational, health care or professional membership organisation * Experience in coordinating project documentation and supporting project managers with various requirements * Experience in supporting policy development including drafting various documentation such as policies, project proposals reports, and minutes * Experience working in a team environment * Experience working with people in professional and/or senior positions * Experience in using judgement and discretion at a high level * Experience in providing a high level of organisational and administrative support to events * Experience in delivering high level customer service and engagement * Sound verbal communication skills with the ability to communicate clearly and confidently * Demonstrated skills in writing and editing to a high level * Excellent interpersonal skills and ability to relate to people at all levels * Ability to research and analyse information, effectively problem solve and offer sound advice within the scope of service * Excellent time management skills, including ability to effectively prioritise work and to work under pressure * Attention to detail and a high level of accuracy * Flexibility to respond during peaks of work load |
| **RACS Competencies** | * strives to achieve strategic objectives * seeks to find better ways of working and increase stakeholder value * works collaboratively and demonstrates sound reasoning * effectively prioritises work and meets deadlines * team player, models RACS values * works with colleagues across RACS in the achievement of objectives * strives to grow professionally and is open to feedback * flexible and adaptive |