

Position Description

Strategy & Policy Advisor

Division and Team:	Strategy and Partnerships
Reports To:	General Manager, Strategy & Partnerships
Direct Reports:	Nil
Position Status:	Full-time
Salary:	Band 4 or 5 depending on skills, experience and qualifications
Location:	Either: <ul style="list-style-type: none"> • Melbourne office hybrid working model • Rural Victoria hybrid working model

Who We Are

Since its inception in 1997, the **Rural Workforce Agency Victoria (RWAV)** has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care.

We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.
- Influencing key decision-makers through our health workforce data, research and analysis expertise.
- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.

Our Values

Respect	We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.
Accountability	We are transparent and accountable to those we work with concerning our services and their delivery.
Collaboration	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
Innovation	We embrace change and constantly seek new ways to achieve our goals.
Resilience	We respond to challenges willingly, with a holistic approach and unwavering resolve.

The Role

The Strategy & Policy Advisor role coordinates RWAV’s strategy, health policy and stakeholder engagement initiatives to enhance RWAV’s health workforce strategies in rural Victoria, and RWAV’s health reform focus at the state and Federal level. The role undertakes strategy and policy initiatives according to the organisation’s strategic and business priorities and supports the work of the RWAV Board Strategy, Policy and Stakeholder Engagement (SPSE) Committee.

The role requires:

- Excellent communications skills, including the ability to prepare written briefs.
- Strong stakeholder engagement skills.
- Demonstrated experience with preparing policy papers, submissions, executive briefs, reports and managing projects.
- Strong organisational skills and the ability to prioritise effectively with a high degree of autonomy.
- Advanced knowledge of rural workforce models and challenges in current health and care sectors.

Key Responsibilities

The role will be responsible for delivering the following:

1. Providing expert and timely advice to the CEO, Executive, Board and wider organisation on rural health workforce trends and policies to achieve strategic objectives.
2. Supporting the development and implementation of the RWAV strategic plan and other relevant strategic projects that align with the work of the RWAV SPSE Committee.
3. Leading the development of policy papers, submissions, program evaluations and correspondence relating to issues impacting rural health care in collaboration with the RWAV Board and Executive team, RWAV Medical Advisor and team members.

4. Supporting implementation of RWAV stakeholder engagement and advocacy plans, including developing new community engagement initiatives with priority rural communities.
5. Supporting and facilitating the work of the relevant committees, including assistance with agendas, preparing and reviewing briefing papers.
6. Have oversight of organisation wide population health data analysis, and the development of key RWAV documents and activities relating to population health, including but not limited to, the RWAV Health Workforce Needs Assessment, Census data interpretation and stakeholder engagement including the Health Workforce Stakeholder Groups.
7. Leading opportunities to inform program development and implementation informed by population and workforce insights. Including interpretation of qualitative and quantitative data to inform the development of strategies and publications.
8. Other duties as directed by the line manager in accordance with the priorities of RWAV, and the activity work plans for funded programs consistent with the skills required for the role.

The roles and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements

Key Selection Criteria - Essential

- Health related tertiary qualifications (master's degree or equivalent in a relevant field)
- An understanding of healthcare in Victoria.
- Excellent communications skills, including the ability to prepare written briefs.
- Strong stakeholder engagement skills with demonstrated experience in stakeholder liaison and building positive relationships.
- Strong organisational skills and the ability to prioritise effectively with a high degree of autonomy.
- Demonstrated experience with effectively preparing policy papers, submissions, executive briefs, reports and managing projects.
- Intermediate to Advanced level of proficiency in Microsoft Office applications.

Requisite Security Checks and Licences

- Satisfactory National Police Records check and Working with Children Check.

Diversity and Inclusion Statement

RWAV is an inclusive employer.

We encourage flexible working and aim to create a work environment where all employees are respected, connected, and can contribute, regardless of age, culture, disability, family and caring responsibilities, gender identity, Indigeneity, religion, or sexuality.

We welcome applications from people with lived experience of diversity. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.



REVIEWED:	January 2024
NEXT REVIEW:	January 2025

I have noted the role and primary responsibilities detailed in this document.

EMPLOYEE SIGNATURE:
MANAGER SIGNATURE:
DATE:

