



Position Title	Policy Officer	Reporting to	Manager, Policy and Communications
Location	National Office, Melbourne CBD	Direct reports	N/A
Employment Status	12 months Fixed Term, Part-Time (0.6 FTE) with opportunity to extend. Flexible work hours		

The Organisation

Allied Health Professions Australia (AHPA) is the recognised national voice for allied health professions in Australia, representing and advocating for the role of allied health professionals in health, aged care, disability, education and all systems where allied health services have a role. As the peak national organisation for allied health professions, AHPA has an important strategic leadership role and is the body that the Federal Government and other national organisations turn to when they seek a collective view of allied health.

Allied health professions provide crucial support for people experiencing disability, chronic illness and a wide range of other health issues. Allied health professionals represent almost a third of the country's health care workforce and deliver over 200 million health services annually. However, access to allied health services still lags behind medical care. Only by ensuring that allied health services are fully integrated into our health system, and accessible across the country, will we ensure that we are delivering world class support for every Australian.

Your Team

AHPA's small team of dedicated staff work closely with the Board as well as with staff in the individual allied health member associations in support of the goals of the organisation. AHPA is further supported by the work of volunteers and freelance staff where projects require additional support.

Your Role

This role reports to the Manager, Policy and Communications and supports the policy and advocacy work of the association. In this role, the Policy Officer prepares high-quality submissions and position statements on system issues and reforms that will affect allied health professionals in the various areas of work. This role also involves developing advice and resources for internal and external stakeholders in a range of formats.

Key Responsibilities

1. Undertake research and prepare advice, briefing papers and submissions
2. Provide strategic, research and administrative support to expert committee(s) and/or working groups that are initiated from time to time
3. Represent the organisation at relevant forums as directed.
4. Undertake other project related activities as directed by the Manager
5. Complete other duties as directed
6. Deliver agreed KPIs developed in conjunction with the Manager

Environment, Health and Safety

1. Complies with relevant OH&S laws, policies and procedures.
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace.
3. Does not wilfully place at risk the health or safety of any person in the work place.

Your Relationships

Your role requires interaction with the following stakeholders:

Internal:

- AHPA staff
- AHPA committees
- AHPA representatives

Other:

- AHPA members
- Government and departmental officials
- Other relevant organisations and stakeholders, with an interest in allied health

Key Selection Criteria Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Experience in developing policy advice, position statements and submissions at a national level
- Excellent written and verbal communication skills
- Sound research and analytical skills
- Proficiency in using Microsoft Office (particularly Excel, Word, and PowerPoint)

As an **ideal** candidate, you will **also** have:

- Understanding of the breadth and complexity of allied health professions in Australia
- Previous experience in the Australian healthcare sector
- Understanding of health economics
- Ability to complete data analysis including reporting

Qualifications

As a **suitable** candidate, you will have completed:

- A tertiary qualification or equivalent further education.

As an **ideal** candidate, you will have completed:

- Completion of tertiary qualification in public policy, health economics, health related field or law