



Policy and Research Officer

Selection criteria
January 2010

Established in 1991 the Rural Doctors Association of Australia RDAA advocates for highly skilled and motivated medical practitioners to ensure that people in rural and remote Australia have access to health care regardless of where they live or their life circumstances.

By working closely with our members and key stakeholders such as the Commonwealth Government, RDAA provides support, policy development, research, submissions and strategic advice on relevant issues.

In 1997, in response to demand from rural doctors and trainees, RDAA created the Australian College of Rural and Remote Medicine (ACRRM), a separate organisation to look after standards, training and continuing medical education for rural doctors.

Position Description

The role of the Policy and Research Officer is to research and develop policy advice on key matters relating to the provision of medical and health services in rural and remote Australia. This is a part time position 3 days/week.

Selection Criteria

Knowledge, Experience and Key Attributes

- High level conceptual and analytical skills and demonstrated ability to quickly grasp complex issues and generate well researched policy material for use in RDAA policy documents and lobbying material.
- Well developed research and communication skills including the research and development of submissions, briefs, reports, position statements and correspondence and demonstrated capacity to engage with stakeholders and develop partnerships and networks.
- Demonstrated ability to exercise judgement and initiative, organise workload and ability to work independently and as part of a team.
- Understanding of rural health issues an advantage.

Education

- Tertiary qualifications in social sciences and/or policy/and/or related health disciplines.

Key Responsibilities

- Conduct research and analysis into matters identified by the RDAA CEO and provide advice on the impact of those matters on rural practice and health.
- Provide advice to the RDAA CEO and Board regarding emerging policy issues that have a potential to impact on rural health and rural generalists and specialists.

- Provide high level support to the RDAA Board including policy advice and briefings.
- Undertake consultation with key stakeholders on policy and program matters.

Reporting Relationships

Supervisor: RDAA CEO
Position: Policy and Research Officer
Direct Reports: N/A

Terms of Employment and Remuneration

- The Policy and Research Officer will be appointed for a 2 year period with a three month probationary period.
- Salary will be \$85,000 pro rata negotiable.
- Superannuation benefits will be in accordance with the provisions of Superannuation Guarantee legislation. Flexible remuneration packaging will also be offered.
- The Policy and Research Officer may be required to undertake some work outside of standard hours. It is expected that the position may require some interstate travel.

How to Apply

Applications should be accompanied by a resume of relevant experience and the names and contact details, including telephone numbers, of three referees. Applications should be provided with an electronic copy of the application in either acrobat pdf or word format.

By Email: ceo@rdaa.com.au

Mail: PO Box 3636 Manuka ACT 2603

Applications close: COB Monday 22 February 2010

For further information please contact **Steve Sant** on 0419 770 010 or ceo@rdaa.com.au.

Website: www.rdaa.com.au