

## POSITION DESCRIPTION

<b>Position Title:</b>	Policy and Advocacy Officer – Aboriginal and Torres Strait Islander Health
<b>Division:</b>	Policy and Government Relations
<b>Location:</b>	Melbourne
<b>Status:</b>	Full time
<b>Reports to:</b>	General Manager, Policy and Government Relations
<b>Approved by:</b>	Chief Executive Officer
<b>Date approved:</b>	February 2018

### **About the APA**

The Australian Physiotherapy Association (APA) is the peak body representing the physiotherapy profession in Australia and has over 24,000 members.

### **Vision, belief and purpose**

- our vision is that the whole community recognises the full benefit of physiotherapy
- our belief is that all Australians should have access to high quality physiotherapy to optimise health and wellbeing
- our purpose is to leverage our global leadership position for the benefit of physiotherapy and consumers.

### **Purpose of the position**

Support the development and implementation of our Aboriginal and Torres Strait Islander Health policy and advocacy initiatives, including the implementation of our Reconciliation Action Plan (2017-19), and our involvement in the Close the Gap (CtG) Campaign.

Provide support to our National Advisory Council (NAC).

### **Main duties and responsibilities**

- support our Aboriginal and Torres Strait Islander Health Committee (ATSIHC) by organising and administering its meetings and progressing its initiatives
- support our RAP Working Group in its:
  - implementation of actions in our RAP
  - tracking of progress in our RAP, and
  - reporting of progress in our RAP to our BOD and Reconciliation Australia.

- coordinate the development of stronger networks amongst both our Aboriginal and/or Torres Strait Islander members and our members with an active interest in the health and wellbeing of Aboriginal and Torres Strait Islander peoples
- support the building and maintaining of meaningful, respectful relationships with Aboriginal and Torres Strait Islander peoples and their organisations, including our involvement in the CtG Campaign
- engage with our members to understand their issues, experiences and desired outcomes with respect to reconciliation; and reflect this in our work
- support the logistics for meetings of our National Advisory Council (NAC)
- maintain the APA's register of external representatives and meeting reports
- other tasks as directed by the Manager, Policy and International Relations.

### **Skills, knowledge and experience**

- ability to genuinely engage with Aboriginal and Torres Strait Islander people and communities in a collaborative and respectful manner
- an interest and/or experience in the field of health policy, especially in the improvement in the health and wellbeing of Aboriginal and Torres Strait Islander peoples
- good computer skills particularly using the Microsoft Office Suite applications and the internet
- demonstrated skills and experience in team work, including the ability to communicate proactively in a clear, open and honest manner
- a history of taking a 'solutions-focused' approach to work activities, including managing ambiguity in a positive way.
- good organisational skills, including an eye for detail and accuracy, and the discipline of following through on tasks until they are complete
- the ability to structure and execute a self-development plan
- a university degree in a relevant field would be an advantage.

### **Special Requirements**

The position will require occasional interstate travel and attendance at meetings outside standard working hours for which time in lieu will be accrued with the approval of the General Manager, Policy and Government Relations.