

Policy, Advocacy & Research Officer

Australian Podiatry Association (APodA)

Position summary

- **Full-time, 6-month contract** (both hours and contract length negotiable).
- **Hybrid role with fully remote option depending on location. Position can be located anywhere in Australia.**
- **Start date ASAP.**
- Contribute to policy development and advocacy strategies at the government level by APodA.
- Conduct research and analysis to inform policy development and decision-making.
- Work collaboratively with internal and external stakeholder to build positive relationships and deliver best outcomes for APodA and the podiatry community.
- Drive industry and policy change by responding to proposed changes to policy, regulations and legislation which aligns with APodA's priorities and corporate strategic goals.
- Support members working in the profession to understand and work within changes to health systems and processes.

Relationships

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| Reports to: | Policy, Advocacy & Research Manager |
| Team: | Policy & Advocacy Team |
| Internal contacts: | APodA Managers and other staff, APodA SIGs |
| External contacts: | Federal and State Government officials, Regulatory bodies, NGOs, Universities, Allied Health Associations, APodA members. |

Key position capabilities

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Demonstrates APodA's organisational values. • Degree in Health Policy, Allied Health or Podiatry. • Demonstrated knowledge of governments, health systems, regulations and legislation related to industry. • Demonstrated ability to achieve policy change. • Excellent interpersonal, data analysis and evaluation skills. • Experience working with government, advocacy organisations, NGOs and regulatory bodies. | <ul style="list-style-type: none"> • Post-graduate qualifications in a related field. • Previous experience with NFP. • Experience prioritising, evaluating and contributing to policy networks. |

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| <ul style="list-style-type: none"> • Demonstrated ability to develop policies of national significance. • Demonstrated understanding of research methodologies. • Demonstrated ability to navigate and communicate complex concepts and processes. • Exemplary written and verbal communication skills. | |
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Role competencies

- Inclusiveness
- Teamwork
- Service focus
- Communication
- Problem solving and decision making
- Quality improvement

Position responsibilities

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| <p>Relationship management</p> <ul style="list-style-type: none"> • Strengthening key relationships and partnerships at the Federal and State level including government, national advocacy organisations, NGOs and regulatory bodies. • Strengthen APodA's reputation as the lead expert for podiatry with key decision makers, government and the community. • Achieve industry and policy change by responding to proposed changes to policy, regulations and legislation which align with APodA's priorities and corporate strategic goals. • Working effectively and collaboratively in a team and across organisational teams. |
| <p>Policy development</p> <ul style="list-style-type: none"> • Consult with Policy, Advocacy & Research Manager to initiate and develop policy documents. • Provide leadership, guidance and support for the development of written submissions for APodA professionals in collaboration with stakeholders. • Conduct in-depth research and analysis to inform policy development decision-making. • Draft high-quality briefs, presentations and reports for a range of audiences. • Assist the Policy, Advocacy & Research Manager in constructing and communicating policies for internal and external stakeholders. • Engage stakeholders and proactively collaborate in the policy development and implementation process. |
| <p>Member support</p> <ul style="list-style-type: none"> • Provide technical and specialist policy advice to the Member Services Team on the development of resources to assist practicing members adapt to the changes in the profession. • Develop high quality advocacy comms, resources, and services to support best practice. |

- Initiate the monitoring and interpretation of policy internally and across the sector consistent with APodA's policies and procedures.
- Undertake specific projects as directed by the Policy, Advocacy & Research Manager or CEO.

Why us

The APodA team is spread across Australia, we stay connected through our shared values:

- Dream big, be brave
- We listen, we act, we care
- Better together
- Inspire growth and champion potential
- Personal responsibility leads to collective excellence

About the Australian Podiatry Association (APodA)

Podiatrists hold incredible power to help people move and thrive through life. As the peak body for podiatry, the APodA is led by this vision; to inspire growth and champion potential.

The power of foot and lower limb health can change lives, enable movement, improve mental health, and even extend lives. And this is just the beginning. The impact of podiatry on our society and the wider healthcare picture is nothing short of transformative. This is why we will advocate for amazing podiatry, always.

How to apply

If you're looking for a role in a supportive environment encouraging professional and personal growth, we'd love to have you on our team!

To express your interest in this role please send a cover letter addressing your suitability for the role and your CV to advocacy@podiatry.org.au. If you have questions or would like to discuss the role, please also make contact via email.

