



## Policy and Special Projects Manager

### Position Description

**Reports To:** CEO

**Date:** June 2019

#### Position Purpose

The Policy and Special Projects Manager is responsible to coordinate policy and advocacy for PCQ. This position will play a lead role in taking the palliative care agenda forward in Queensland, by providing high level policy advice on key issues relevant to Palliative Care Queensland and its members.

This position will develop, implement and evaluate policy campaigns and other influencing activities to achieve change. This project will also support the development, implementation and evaluate special projects.

#### Main Tasks and Responsibilities

- Provide advice on new and existing government policy and develop policy positions on key issues
- Develop and implement strategies to put forward Palliative Care Queensland (PCQ) position, and to influence decision-makers
- Lead the preparation of submissions, and represent PCQ at various external forums
- Develop and implement campaign strategy for new and existing campaigns
- Raise the profile of PCQ advocacy program with internal and external stakeholders, to enhance the effectiveness of PCQ's role as an advocate for system reform
- Apply sound project management principles to complex, multi-stakeholder activities
- Chair relevant advisory and working groups and source membership feedback on policy related issues for PCQ
- Develop position statements and policy resources
- Lead the development, implementation, evaluation and reporting of PCQ special projects
- Undertake research, service mapping, situational analysis and mapping activities

#### Organisational Requirements

- Participate as an effective team member within PCQ, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect.
- Be conversant with policies and procedures relevant to this position and workplace.

## Key Attributes

### Essential

- Post Graduate qualifications and/or extensive experience in a relevant field
- Ability to develop and follow methodology to research a variety of policy areas
- Highly developed spoken and written communications skills, including capacity to write executive reports, government submissions, position statements, comprehend complex written information, produce verbal and written summaries and develop presentations to executive level
- Highly developed ability to successfully communicate complex information to a wide audience
- Excellent interpersonal skills with the ability to build strong relationships with key stakeholders
- Experience and understanding of the Queensland health and community systems, as well as the Commonwealth health systems.
- A strong understanding of the issues of people living with palliative conditions and their families

### Desirable

- Experience in a membership and/or not for profit health related organisation
- Experience working in the palliative care sector in Queensland
- Proficient computer skills and knowledge of MS Suite and skills in using literature or research databases and bibliographic software (e.g. Endnote)

## TERMS AND CONDITIONS OF EMPLOYMENT

**Classification:** The position is classified within Level 8 of the Social, Community, Home Care and Disability Services Award 2010

**Location:** Based in Brisbane (Spring Hill)

**Appointment to this position is subject to the satisfactory completion of a National Police Check, International Police Check (if applicable), current Queensland Working with Children Check (if applicable) and Queensland Drivers Licence.**

## Approval



25/6/19

PCQ CEO

Date

**By signing below the Position Holder confirms:** Receipt and understanding of the duties required; agreement to fulfil the role to the best of their ability that they are not aware of any pre-existing conditions/impairments that might be affected by, or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim works compensation on those conditions/impairments which subsequently recur or worsened. This signed document will be kept on the personal file.

Print Name:

Signature:

Date: