



Australian College of Nursing

POSITION DESCRIPTION

JOB TITLE	Policy Strategist
REPORTING TO	Manager – Policy and Advocacy
LOCATION	Canberra or Sydney
JOB PURPOSE	The Policy Strategist will contribute to the strategic analysis and development of nursing, health and aged care system policies, position statements, projects and submissions to identify and address emerging issues and trends relevant to the Australian College of Nursing (ACN), nursing membership and the health system.
ROLE REQUIREMENTS AND RESPONSIBILITIES	<ul style="list-style-type: none">• Review and analyse policies and proposed changes considering implications for the nursing profession and the health system.• Leading and collaborating in the development of reports, briefs, background, policy, position, discussion and white papers.• Collaborate on preparation of articles relating to policy issues for ACN publications, meetings and website.• Participate in internal/external meetings, working parties, committees in consultation with the Manager- Policy and Advocacy as required.• Willingness to undertake travel for work purposes if required.• Other duties allocated by the manager or supervisor in accordance with the employee’s range of skills, competence, training and experience or as part of a training/development plan. <p>Compliance</p> <ul style="list-style-type: none">• Comply with all ACN policies, procedures and relevant legislation.• Maintain a contemporary knowledge of and actively practice principles of Work Health and Safety and Equal Employment Opportunity.• Demonstrate a commitment to the principles of risk management and customer focus.• Act within the confines of legal, ethical and moral boundaries.
FINANCIAL DIMENSIONS	As per the Delegation Manual
PERSONNEL SUPERVISED	Nil
SELECTION CRITERIA	<ul style="list-style-type: none">• Tertiary qualifications in nursing and/or other health related fields, or working towards same.• A thorough understanding of the health, political and government landscape.• Experience in the formulation and analysis of health and/or clinical governance/policy for either government, a health service provider or an organisation associated with health or nursing.• Demonstrated ability to identify gaps and make connections between nursing/health related issues and policy development.• Demonstrated high-level computer skills and proficiency in the use of Microsoft Office software.• Proven ability and willingness to work collaboratively with a diverse group of internal and external stakeholders.• Demonstrated high-level written and verbal communication skills.• Demonstrated high-level research and referencing skills.

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	<ul style="list-style-type: none">• Proven excellent interpersonal, problem solving and time management skills.• Demonstrated ability and commitment to working within a high volume and deadline driven environment whilst maintaining a high standard of work.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Willingness to align with ACN organisational values and ways of working and being.• Demonstrate leadership initiative including strategic thinking and relationship building.• Ability to work within a high performing team• Ability to engage stakeholders and represent ACN in a positive and professional manner.• Outcomes focused and capable of exercising good judgement.
PURPOSE BASED INDICATORS	<ul style="list-style-type: none">• Identification of emerging issues and trends within the policy field related to the nursing profession and healthcare• Lead and collaborate a number of pieces of work relevant to emerging policy issues in nursing and healthcare and participate in the development of implementation or advocacy work

I have read and understand the contents of the position description and agree to carry out these responsibilities and other duties as requested within the level of responsibility of this position.

Employee:	Signature:	Date:
Manager	Signature	Date