



Manager Policy, Advocacy, and Insights

Job Description	
Position title:	Manager Policy, Advocacy and Insights
Responsible to:	Head of Membership Services
Location:	Wellington
Start date:	January 2021
Employment status:	Permanent

About the College

The Royal New Zealand College of General Practitioners (the College) is the professional body and postgraduate educational provider for vocationally qualified specialist General Practitioners (GPs) and Rural Hospital Medicine Practitioners.

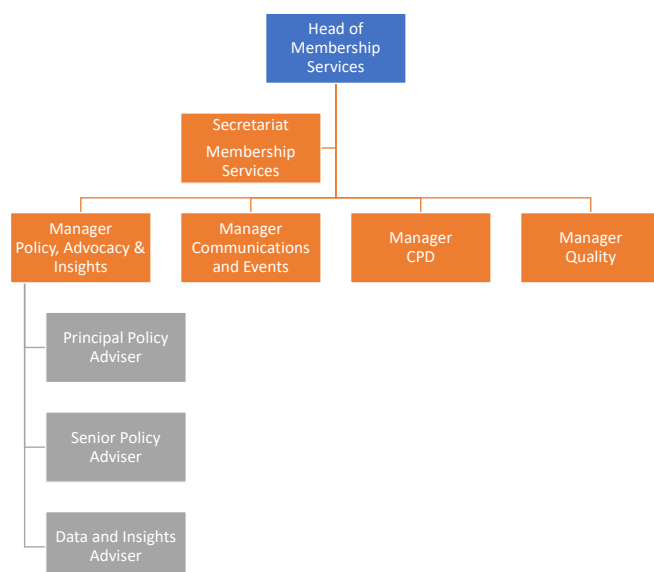
Our key aim is to improve health outcomes and reduce health inequities for all people in Aotearoa New Zealand. We do this by setting and maintaining education and quality standards, and supporting our members to provide competent, equitable care to their patients.

Our work is underpinned by kaitiakitanga (service and stewardship), whanaungatanga (collaboration and respect), mana tangata (diversity and inclusion), and auaha (innovation and creativity).

Our 65+ operational staff support approximately 5,500 specialist GPs working in 1,000 general practices around the country.

Our people are committed to creating a contemporary and sustainable organisation, improving health equity, leading the way in education excellence, and ensuring the sustainability of quality general practice. To learn more about who we are and what we do, [please visit our website](#).

Team Structure



About the role

As the Manager Policy, Advocacy and Insights, you will be responsible for leading a team engaged in a range of key activities for the College including policy advice and development, successful member advocacy, relationship management with key external stakeholders and generating insights and business intelligence to support the critical decision-making. This is within the broader context working towards better outcomes for our members throughout their College tenure.

You will lead the Advocacy and Insights team in the provision of well researched, evidence-based policy, insights, and advocacy advice for the benefit of general practice.

Key Responsibilities

- Management responsibility for the provision of well researched, evidence-based policy, insights and advocacy advice for the benefit of general practice. Provide written and verbal advice that aligns with the College's Statement of Strategic Intent in response to health sector developments that concern general practice.
- Lead the development, implementation and monitoring of the Advocacy and Insights business plan ensuring alignment with the College's strategic objectives and engagement from all stakeholders
- Provide leadership, motivation and development to the Advocacy and Insights team members ensuring:
 - Adherence to recruitment, performance, retention and Health and Safety process and policy,
 - A collaborative and continuous improvement focus that supports change,
 - That the structure and resourcing support a high performing team.
- Utilise and encourage the use of our member representatives experience and expertise to gather relevant data and research to support and help form our position statements and College resources.
- Ensure our key stakeholders have a clear understanding of the College's position on advocacy, insights, and policy issues ensuring advocacy is effective, circulated widely, and informs government and sector policy.
- Ensure policy responses to government and the health sector are based on sound evidence and align with the College's Statement of Strategic Intent.
- Take a proactive approach to understanding the health context and generating insights and advice about general practice needs now and for the future.
- Oversee research and publication of general practice workforce data and develop and maintain position statements on the role of general practice medicine and relevant issues to guide members and external agencies.
- Assist the Medical Director with securing member representation on external panels and committees as required
- Inform the robustness of other organisations' general practice workforce data, and that their analyses are accurate and appropriate.
- Ensure any agreed budget is managed effectively and adheres to College Financial Policies.
- Positive representation of the College at external meetings with members and key stakeholders.

Position Requirements

Candidates should have the following essential skills and experiences:

- > Degree in health, or a related discipline with a focus on critical thinking, research, complexity, and/or reflective practice
- > At least 7 years' experience working in policy development, ideally in the primary health sector or related field.
- > Experience in proactive and effective relationship management and advocacy with key stakeholders, internal and external, to achieve the required organisational outcomes
- > Experienced in establishing, leading, and developing a high-performing team
- > Experienced at identifying and leading business improvement initiatives
- > Excellent written and oral communication skills for engagement with complex issues
- > Experience in/ understanding of data analytics and its contribution to business decision-making and customer experience management
- > Proficient-level skill with the Microsoft Office Suite

Candidates should demonstrate the following essential attributes:

- > Leads by example with a positive and collaborative attitude, focusing on successful and efficient delivery of advocacy and insights to our members
- > High-level self-motivation and ability to work independently with strong problem-solving, research or research-related skills, and critical thinking skills
- > Works well under pressure with an ability to adapt to changing business priorities and work collaboratively to prioritise and execute tasks
- > Exceptional time management, planning and organisational skills.
- > Understands the College's obligations to and government's policy on the Treaty of Waitangi and applies that knowledge in decision-making
- > Understand the role of the College in contributing to equity and improving health outcomes and demonstrates this in terms of service delivery
- > Demonstrate resilience in the face of circumstances outside their control

Key Relationships

Internal

- > Head of Membership Services
- > Advocacy and Insights team
- > Membership Services Group
- > Medical Director
- > Equity Group
- > Corporate Services
- > Learning Team
- > The College Board
- > Senior Management Team

External

- > College Members
- > Health sector organisations
- > Other key stakeholders

Health & Safety

As an employee you will:

- Take reasonable care of your own health and safety.
- Take reasonable care that what you do, or do not do, does not adversely affect the health and safety of others.
- Cooperate with any reasonable policies or procedures the College has in place on how to work in a safe and healthy way.
- Comply with any reasonable instruction given by the College so that you can comply with the Health and Safety at Work Act and its regulations.