**CRANAplus** is a member-based organisation representing, educating and supporting health professionals who practice in remote and isolated Australia. CRANAplus provides a wide variety of services in order to promote the development and delivery of safe, high-quality health care to remote areas of Australia and her external Territories (CRANAplus Constitution).

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Policy and Stakeholder Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong></td>
<td>Office of the CEO</td>
</tr>
<tr>
<td><strong>Reports To:</strong></td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td><strong>Direct Reports:</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Work Status:</strong></td>
<td>Full-time, Canberra (Melbourne or Sydney may be considered)</td>
</tr>
</tbody>
</table>

**National Award Coverage:** Clerks Private Sector Award or Health Professionals and Support Services Awards 2010
CRANAplus Award: MO3 or PO5

**Primary Objective:**
I. To be sector aware, undertake horizon scanning and be reactive to the needs of the remote health workforce;
II. To enable and provide policy, advocacy, Influencer and public relations leadership for CRANAplus;
III. To ensure the policy and professional functions continue to innovate and improve;
IV. To seek out, develop and maintain highly productive relationships with industry stakeholders at local, regional, national and international levels;

**Position Dimension:**
Delegation at the ‘Managers’ level as per the Instrument of Delegation

**Key Communication Contacts:**

<table>
<thead>
<tr>
<th><strong>Contact</strong></th>
<th><strong>Purpose/Frequency of</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Daily</td>
</tr>
<tr>
<td>Members, Professional Bodies, Stakeholders, Governments, Funders</td>
<td>Daily as Required</td>
</tr>
<tr>
<td>Professional, Support &amp; Education Services</td>
<td>Daily as Required</td>
</tr>
</tbody>
</table>

- Responsible for all position deliverables
- Stakeholder engagement and consultation,
- Representing CRANAplus, building relationships, and collaborating for mutual outcomes
- Providing leadership, direction, mentoring and development in fulfilment of relevant CRANAplus objectives
V. Comply at all times with CRANAplus code of conduct and relevant industry and professional standards.

VI. In consultation with the CEO, undertake organisation wide accountability for:
   a. Dissemination of sector information to members
   b. Development of advocacy strategies and tactics
   c. Development of policy positions and submissions
   d. Horizon scanning
   e. Research
   f. Stakeholder Management
   g. Professional Standards
   h. Representations

### Key Accountabilities

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Duties may include but are not limited to;</th>
<th>Approximate Weighting</th>
<th>Accountable To:</th>
<th>Performance Measures:</th>
</tr>
</thead>
</table>
| Leadership and Management | - In consultation with the CEO, develop priorities and initiatives in relation to advocacy and other professional functions.  
- Work as a senior member of staff, utilising initiative and self-direction whilst prioritising own workload and meeting deadlines.  
- Ensure the required outcomes of projects and/or programs delivered by CRANAplus. | 30% | Chief Executive Officer | - Plans meet objectives and are on-time for approval purposes 100%
- Remains professionally current and engaged.  
- Delivery of outcomes against the business plan. |
## Position Description

### Improving Professional & Organisational Standards
- Undertake other functions, roles and duties as required by the CEO.
- Ensure the high quality production and maintenance of relevant standards, positions, statements, evidence and other resources.
- Provision of critical well considered analysis and advice to the CEO and other Directors regarding professional / sector issues.
- Disseminate best practice and CRANAplus positions to the membership through a variety of methods.

**35%**

**Chief Executive Officer**

- Meet the deliverable as per funding agreements and the annually updated operational plan.

### Outstanding representation of CRANAplus
- Act as a representative of the CEO as required.
- Develop briefings and provide high-level advice to the CEO.
- Seek and develop robust relationships with external stakeholders.
- Prioritize, delegate and on occasion represent CRANAplus on delegated national working parties, committees, meetings and other forums
- Project manage short-term on-off activities as required.

**20%**

**Chief Executive Officer**

- Strong productive relationships developed
- Briefings are clear, accurate and well considered.
- Prioritized list of CRANAplus stakeholders available and our engagement strategy documented.
- Projects managed to a high quality and delivered on time and on budget.

### Reporting and Financial Performance
- Provide input into the Commonwealth reports, monthly reports to the Board of Directors, articles for the Annual Report as required and CRANAplus magazine articles as requested; and

**5%**

**Chief Executive Officer**

- Individual performance planning and reviews meet timeframes and policy objectives
- Contributions to reports delivered on time.
MANAGE RESOURCES AND FINANCES TO SUCCESSFULLY DELIVER WITHIN BUDGET AND ON TIME.

<table>
<thead>
<tr>
<th>Collaboration and Teamwork</th>
<th>• Be a proactive and engaged member of the senior staff to ensure the effective achievement of CRANAplus strategic objectives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>-</td>
<td>Very good to excellent feedback from all stakeholders (reported by exception)</td>
</tr>
</tbody>
</table>

CONTRIBUTE TO THE DEVELOPMENT, IMPLEMENTATION AND MONITORING OF POLICIES, PROCEDURES, GUIDELINES AND STANDARDS;
ENSURE FAMILIARITY OF WORKPLACE POLICIES AND PROCEDURES INCLUDING HUMAN RESOURCES AND OCCUPATIONAL HEALTH AND SAFETY AND COMPLY AT ALL TIMES;
STAY ABREAST OF CRANAPLUS NEEDS AND TRENDS BY PARTICIPATING IN OWN PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAMS AND BY MAINTAINING A NETWORK OF ASSOCIATES WHERE INFORMATION SHARING CAN CONTRIBUTE TO INNOVATION AND IMPROVEMENT ACTIVITIES;
CONTRIBUTE TO EFFICIENT, EFFECTIVE AND ETHICAL INVESTMENT OF CRANAPLUS RESOURCES, INCLUDING FINANCIAL AND RESOURCE MANAGEMENT AND REPORTING.

<table>
<thead>
<tr>
<th>Adhere to Policy and Undertake Continuous Improvement Activities that Enhance the Effectiveness of CRANAplus</th>
<th>• Contribute to the development, implementation and monitoring of policies, procedures, guidelines and standards;</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>-</td>
<td>100% policy adherence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Challenges</th>
<th>Qualifications and Experience</th>
<th>Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keeping abreast of professional, industry and context changes / issues</td>
<td>(a) Post graduate qualifications in relevant area;</td>
<td>(a) Ability to work respectfully, effectively and collaboratively with Indigenous and non-Indigenous people.</td>
</tr>
<tr>
<td></td>
<td>(b) Significant senior advisor / policy experience;</td>
<td></td>
</tr>
</tbody>
</table>
### Position Description

Managing a heavy workload and competing priorities in the best possible manner to meet business objectives.

(c) Demonstrable experience building relationships and working with Governments, peak bodies and other organisations;

(d) High-level of presentation, research, communication and policy writing skills;

(e) Experience in health and/or remote areas an advantage.

(b) Proven ability to demonstrate initiative and flexibility when faced with challenges or opportunities.

(c) Demonstrated team and communication skills and a capacity to build and maintain productive relations with people of diverse backgrounds and interests.

(d) Exceptional written and verbal communication skills.

(e) Robust analytical and research skills in order to prepare reports and other documentation.

(f) Ability to multi-task, prioritise work and meet deadlines.

(g) Demonstrated information technology skills.

### Other Notations:

This position holder may be directed to carry out additional duties that are within the limits of the employee’s skill, competence and training to assist CRANAplus in meeting its overall objectives; CRANAplus staff may be subject to an AFP criminal history check; and this position requires compliance with all CRANAplus policies and procedures.

### Authorisation

I have read the document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that:
- This position description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me with consultation. Where additional training or support is required to fulfill additional or other duties of a similar level of responsibility, I will engage in discussion with my Manager.
- This position description will be reviewed in consultation with me and most likely this will occur when performance objectives are planned periodically.
- The Key Performance Indicators (KPI's), where included in this document, are indicative.

### Position Holder

Name: ___________________________ Signature: ___________________________ Date: ___________________________