

## Position Description – Stakeholder Relations and Policy Adviser

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### Our vision

is to contribute to improved health through enabling safe and wise use of medicines and other health technologies.

### We add value

as the steward of quality use of medicines: promoting safe and wise use of medicines; bridging gaps between evidence and practice; and enabling better decisions.

**Courage   Customer Centricity   Collaboration   Integrity   Accountability**

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### About the role – Based in Sydney

NPS MedicineWise has established an excellent reputation for our work in programs, products and services to improve the quality use of medicines and medical tests in Australia. This role is responsible for coordinating our involvement in external policy processes, supporting internal and external stakeholder management to drive improved collaboration and engagement, preparing submissions, environmental scanning and analysis as well as helping to position the business as the national stewards of quality use of medicines (QUM).

### Key responsibilities

- Assist the Stakeholder Relations and Policy Manager to implement stakeholder engagement strategies in collaboration with stakeholders and partners to progress QUM nationally
- Undertake stakeholder identification and assist with embedding identification and engagement planning into organisational workflows
- Manage processes and systems to capture key stakeholder intelligence and provide analysis to inform organisational decision making
- Identify strategic and appropriate opportunities for NPS MedicineWise to participate in policy consultations, reviews and related processes
- Coordinate policy analysis, develop submissions and manage internal and external consultations and review processes with internal subject matter experts
- Monitor the policy and political landscape and synthesise this to inform organisational decision making
- Conduct and communicate analysis of the policy environment, health sector and related portfolio areas relevant to the organisation and internal stakeholders
- Assist the Stakeholder Relations and Policy Manager with the identification, development and dissemination of policy positions and statements in creative, timely and accessible ways
- Manage the external/internal relations and policy components for NPS MedicineWise therapeutic programs in line with organisational strategy to support a collective impact approach. Also helping to drive external engagement and collaboration, troubleshooting external stakeholder issues and assisting with additional communication to key stakeholders at the program level if required
- Assist with management of internal and external key stakeholder forums, workshops and virtual meetings
- Project manage policy related issues and consultations within NPS MedicineWise and with relevant stakeholders, including NPS MedicineWise-run policy forums/think tanks and therapeutic topic consultations if required
- Coordinate information on relevant and appropriate government enquiries, public hearings and provide relevant intel back into the organisation
- Participate in external policy and stakeholder consultations and forums to build profile and reputation, and represent the organisation as appropriate
- Contribute analysis to formative research compiled by NPS MedicineWise
- Contribute to strategic planning processes and organisational communications through a time of organisational change and growth

- Undertake projects related to policy and external relations as required. Assist with creating and implementing organisational communications that support increased awareness of organisational activities and program impacts
- Coordination of the National Medicine Symposium (NMS) program – 2021, in collaboration with internal and external stakeholders

### **General corporate responsibilities**

1. To carry out responsibilities in the role in a manner that is consistent with NPS MedicineWise competencies and values.
2. To proactively work towards and meet agreed annual, performance indicators and agreed outputs from workplans
3. Take responsibility for WHS in accordance with policy and relevant legislation.
4. To be aware of responsibilities to identify, reduce and report risks to our business in accordance with the NPS MedicineWise Risk Management Policy.

### **Challenges you'll encounter**

The role requires analysing and synthesising complex information and managing competing priorities in short timeframes across multiple stakeholders with differing needs and expectations. You will be called upon to utilise your excellent written communication skills, analytical and research skills, strong problem-solving abilities, leadership and project management capability.

The role offers scope to lead new opportunities in policy communications, developing and refining relationship management and environmental and policy analysis processes.

### **You'll report to**

Stakeholder Relations & Policy Manager

### **Team**

The Stakeholder Relations and Policy team is responsible for stakeholder relationship management, stakeholder engagement, environmental scanning and analysis and policy. It is part of the Partnerships and Stakeholder Relations business unit. The unit manages a range of functions for NPS MedicineWise, including stakeholder, public and government relations, partnerships, strategic communications, brand management and corporate communications. It also supports the identification of new business opportunities.

### **Role Requirements**

- At least 3-5 years relevant experience in a similar role.
- Excellent policy analysis skills and a demonstrable knowledge of policy processes and levers, particularly within the health sector.
- Influential communicator with excellent written and verbal communication skills.
- Relationship management skills, including the ability to manage the needs of multiple stakeholders
- Experience in maintaining stakeholder networks
- Excellent project management, time management and analytical skills.
- Demonstrated team player with a strong solution-focused approach.
- A degree in social science, health policy, public health, business, strategy, communications or other relevant field.
- Knowledge of the health sector and, ideally, the current political environment.

### **Role Desirables**

- Understanding of federal and state government processes and landscape.
- An ability to translate complex concepts into plain English.
- Experience in the health system.

**Last updated:** September 2020