

Regulatory Officer – Registration

Role data

Position no.	E11169	Work Area Profile	Registration
Work Level Classification	Level 3	Directorate/Business Unit	Regulatory Operations
Reports to (role)	Regulatory Advisor – Registration Team Leader (Express) or Regulatory Advisor – Registration Team Leader	Location	Multiple
No. direct reports	Nil	No. of indirect reports	Nil
Version date	02 July 2018	Tenure	Fixed term, Part time (0.8 FTE)

Work area profile

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: www.ahpra.gov.au

In partnership with the National Boards, AHPRA's, Regulatory Operations Directorate, Registration division ensure only practitioners who have the skills and qualifications to provide safe care to the Australian community are registered to practise their profession. AHPRA publishes registers of practitioners (the national register) so that important information about the registration of individual health practitioners is available to the public.

Role purpose

Reporting to the Regulatory Advisor – Registration Team Leader, the Regulatory Officer – Registration will be responsible for the case management of applications for registration and renewal of registration. The role will deliver efficient and accurate assessment and processing of applications, and other related documents, including active management of compliance with inherent restrictions where required. This will be in accordance with the Regulatory Principles for the National Scheme, the National Law, registration standards, guidelines, and national organisational policies and procedures with a focus on AHPRA's values to deliver high performance.

Key Accountabilities

- *Deliver customer focused efficient, accurate assessing and processing of applications and other documents for registration of health practitioners consistent with current legislation, established policy, procedures and the delegated authority of the Board.*
- *Assess and case manage applications for registration in a manner that is consistent with the National Law and agreed national policies, processes, procedures, and relevant Board's professional registration standards within KPI's timeframes.*
- *Maintain the register of health practitioners ensuring that information entered is up to date and accurate.*
- *Prepare relevant correspondence, agenda papers, reports, and recommendations about registration matters.*
- *Contribute to the development, review and continuous improvement of the registration process.*
- *Exercise delegated provisions consistent with the National Law.*

- *Review and actively manage compliance with inherent restrictions where required.*
- Other duties as directed by the Regulatory Advisor – Registration Team Leader
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing;
 - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency Level
Service	Commits to customer service	Foundation
	Displays leadership	Elementary
	Generates and delivers the strategic vision	Elementary
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Collaboration	Builds constructive working relationships	Elementary
	Communicates effectively	Elementary
Achievement	Demonstrates accountability in delivering results	Foundation
	Uses information and technology systems	Foundation
	Displays personal drive and integrity	Elementary

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Certificate III in Business Administration or equivalent and/or relevant experience.
Experience	<p>Demonstrated ability to work within a complex administrative environment.</p> <p>Demonstrated experience using Microsoft Office applications for email, word processing, spreadsheets and data bases and an ability to learn and adapt to new systems.</p> <p>Well developed organisation skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets.</p> <p>Well developed interpersonal, written and oral communication skills and experience in dealing with people at all levels.</p> <p>Well-developed problem solving and analytical skills in interpretation of information.</p> <p>Ability to work independently as well as in a team environment.</p> <p>A high level of attention to detail.</p>

Key relationships

Internal Relationships	External Relationships
National Boards, State Boards and their committees	Applicants
National Manager/s – Registration	Registered Health Practitioners
Senior Regulatory Advisor/s – Registration	General Public
Regulatory Advisor – Registration Team Leader/s	
Registration teams	