

National Business Coordinator – Finance & Risk

Role data

Position no.	TBA	Work Area Profile	CFO
Work Level Classification	Level 6	Directorate/Business Unit	Finance & Risk
Reports to (role)	Chief Finance Officer (Executive Director, Finance & Risk)	Location	Melbourne
No. direct reports	Nil	No. of indirect reports	Nil
Version date	8 March 2023	Tenure	Fixed term

The Organisation

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall purpose 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.

Role purpose

Reporting to the Chief Financial Officer (CFO), the National Business Coordinator is responsible for supporting the effective and efficient operation of the Directorate by working with the Leadership team, and across the Directorate, collaborating within internal partners, stakeholders and others.

Working within and supporting a national team, this role is key in supporting and promoting a culture of team-collaboration, strong cross functional relationships and progressing whole of Directorate outcomes.

Key Accountabilities

- Actively participate in activities and demonstrate behaviours that enable a positive, team-based performance culture and staff wellbeing.
- Actively support and assist in the management and communication of functional activities, projects and strategic initiatives to ensure optimisation of resource allocation and manage and monitor projects to meet reporting requirements and ensure project milestones are met.
- Proactively coordinate information flow and coordinate information requests from within the function, the wider Ahpra and/or externally, and support the development of written communications ensuring quality standards are met
- Coordinate functional activities to achieve consistency of outcomes and alignment across the function.
- Develop team presentations and workshops, using contemporary tools to optimise engagement.
- Directorate work planning, papers, and reports to meet business and stakeholder commitments and emerging opportunities.
- Establish and maintain strong working relationships with internal and external stakeholders to successfully identify emerging issues, influence and negotiate positive outcomes and facilitate effective resolution of issues with minimal risk to Ahpra.

- Actively participate in cross-function collaboration activities with other areas of Ahpra.
- Other duties as directed by the CFO.
- 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, and
 - 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.

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

Qualifications/experience

Qualifications/ Experience	Required
Qualifications	Bachelor’s Degree and/or relevant experience. Project Management Certificate (desirable but not essential) and/or relevant experience
Experience	Demonstrated experience in the provision of high level and quality administrative support in a national organisation or complex work environment. Advanced organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines whilst ensuring attention to detail. Strong interpersonal and verbal skills with experience in engaging with, and influencing people at all levels

	<p>Strong written skills with demonstrated experience in preparing reports, project briefings and presentations on complex issues</p> <p>Strong problem-solving, analytical and conceptual skills together with a demonstrated ability to exercise sound judgment and resolve complex issues independently in a sensitive and complex environment.</p> <p>Ability to work collaboratively and effectively as part of a virtual team environment and also show initiative and work independently when required.</p> <p>Ability to cope with change and setbacks and demonstrate resilience in a changing environment.</p> <p>Ability to acquire skills in the application of legislative, policy and procedure requirements as they relate to a regulatory 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>
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Key relationships

Internal Relationships	External Relationships
Executive Directors	Auditors, insurers and vendors
National Directors	Coregulatory partners
National Managers	Legal Representatives
Directorate Leadership Teams	Government
Board support teams	Other regulatory entities, government agencies and statutory authorities