

Senior Policy and Project Officer, Dental

Role data

Position no.	E12655	Work Area Profile	National Boards Secretariat
Work Level Classification	Level 7	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Executive Officer, Dental	Location	Melbourne
No. direct reports	0	No. of indirect reports	0
Version date	9 February 2022	Tenure	Fixed Term

Work area profile

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. Website: www.ahpra.gov.au

Strategy and Policy exists to protect the public through whole of National Scheme strategy, policy, engagement and regulatory governance functions that are effective and responsive. The directorate provides high quality services that are national and run across the professions we regulate. The directorate works in partnership with National Boards and collaboratively with accreditation authorities and key partners.

Role purpose

Reporting to the Executive Officer, Dental, the Senior Policy and Project Officer, supports the Dental Board of Australia (DBA) in its policy and standards development by researching regulatory matters and undertaking appropriate stakeholder consultation to prepare and review registration standards, codes, guidelines, policy and guidance material to meet the National Board's requirements. The position will also undertake project management in relation to a portfolio of activities.

Key Accountabilities

- Provide authoritative specialist advice to guide the National Board in the development of policy, standards, codes and guidelines.
- Lead the development and provision of consistent, specialist and high-quality advice on governance matters to the National Board, its committees and advisory groups.
- Lead the development and preparation of agenda and policy papers, briefings and correspondence for the National Board and Executive Officer.
- Develop and maintain trusted relationships with all National Board members providing accurate advice on regulatory, governance and procedural aspects and actively seek and respond to feedback about the provision of regulatory, governance and policy services.
- Work with the Executive Officer in the development of strategy and planning in the context of the NRAS Strategy and Health Profession Agreement.

- Identify and recommend improvements to processes, systems and procedures in governance and policy services.
- Perform duties as directed by the Executive Officer, Dental.
- 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.

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	Advanced
Builds constructive working relationships	Advanced
Communicates effectively	Intermediate
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Intermediate

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Degree in Business, health, regulation or law or equivalent and/or relevant experience.
Experience	<p>Expertise in the delivery of secretariat functions including secretariat and governance aspects, preferably within a complex regulatory environment.</p> <p>High level experience in interpreting and applying legislative, policy and procedural requirements as they relate to a regulatory environment.</p> <p>Well advanced experience in providing authoritative advice particularly in resolving critical and sensitive issues.</p> <p>Excellent interpersonal/communication skills, ability to work collaboratively in teams and manage relationships with a wide range</p>

	<p>of stakeholders.</p> <p>Quality organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets.</p> <p>High level analytical and conceptual skills particularly in relation to analysing evidence and reporting on complex issues.</p>
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Key relationships

Internal Relationships	External Relationships
Executive Officer, Dental	Government Agencies
Executive Officers	Dental practitioners
National Executive	Professional associations, student groups and education providers
National Directors	Accreditation and training bodies
State and Territory Managers	Other regulators (i.e. ACCC, TGA)
Strategy and Policy Directorate	