

## Aboriginal and Torres Strait Islander Health Strategy Unit Coordinator

### Role data

<b>Position no.</b>	E12299	<b>Work Area Profile</b>	Aboriginal and Torres Strait Islander Health Strategy Unit
<b>Work Level Classification</b>	Level 4	<b>Directorate/Business Unit</b>	Strategy and Policy
<b>Reports to (role)</b>	Aboriginal and Torres Strait Islander Health Strategy Unit National Director	<b>Location</b>	Brisbane
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	17 January 2022	<b>Tenure</b>	<b>Fulltime Ongoing</b>

### 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](http://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.

### Commitment to cultural safety for Aboriginal and Torres Strait Islander Peoples

Ahpra and the National Scheme, in partnership with the [National Scheme's Aboriginal and Torres Strait Islander Health Strategy Group](#) (the Strategy Group) have committed to eliminating racism within healthcare in Australia.

Ahpra, as the health practitioner regulator, aims to make patient safety the norm for Aboriginal and Torres Strait Islander Peoples by ensuring registered health practitioners are practising their profession in a culturally safe way.

This commitment is demonstrated in the development and implementation of its key strategies:

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- [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 \(the Strategy\)](#)
- [Aboriginal and Torres Strait Islander Employment Strategy 2020-2025](#)
- [Ahpra Innovate Reconciliation Action Plan \(RAP\)](#)

Ahpra is committed to improving the representation of Aboriginal and Torres Strait Islander Peoples in employment across all levels of the National Scheme to be representative of the communities in which we operate and serve.

### Role purpose

You'll be responsible for coordinating and supporting the highly rewarding work of the Aboriginal and Torres Strait Islander Health Strategy Unit.

Reporting to the National Director (Identified) you'll be positioned within the Aboriginal and Torres Strait Islander Health Strategy Unit (HSU) and support the implementation of the [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025](#) and work across the agency to embed cultural safety into the business and operations of Ahpra and in the healthcare system.

Success in this role derives from:

- the ability to influence and coordinate advice in a specialist field, interacting with diverse internal and external stakeholders;
- your strong connection to Aboriginal and Torres Strait Islander Peoples, communities and culture and working, knowing and living as an Aboriginal and/or Torres Strait Islander person.

You're accountable for providing confidential support and professional advice in the fulfilment of the National Director's role within the Aboriginal and Torres Strait Islander Health Strategy Unit (HSU). In particular, the National Director is responsible for:

- Engagement with internal and external stakeholders in alignment with the Strategy, the RAP and the Ahpra Aboriginal and Torres Strait Islander Employment Strategy.
- Building collaborative and productive working relationships with National, State and Territory boards and committees.
- Providing a senior presence and leadership in each State and Territory office and nationally with external stakeholders in the health sector.
- Providing a senior presence and leadership in the Strategy Group.

You'll work collectively and cohesively on designated nationally focused activities that contributes to the objectives and deliverables of the Strategy.

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### Special/Equal Opportunity Measures

Ahpra considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position.

**This position is only open to Aboriginal and/or Torres Strait Islander applicants.**

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and the following state/territory legislation:

- s25 of the Anti-Discrimination Act 1991 (QLD)
- sub-s56(2) of the Equal Opportunity Act 1984 (SA)
- sub-s26(3) and s28 12 of the Equal Opportunity Act 2010 (VIC)
- s 42(d) of the Discrimination Act 1991 (ACT)
- sub-s35(1)(b)(ii) of the Anti-Discrimination Act 1996 (NT)
- s41 of the Anti-Discrimination Act 1998 (TAS)
- s50 Equal Opportunity Act 1984 (WA)
- s14(d)Anti-Discrimination Act 1977 (NSW)

### Key accountabilities

- Establish and maintain strong collaborative 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.
- Provide professional advice and support to stakeholders and advice on lagging or non-deliverable risk in the achievement of functional objectives and outcomes.
- Support the coordination and record of the Aboriginal and Torres Strait Islander Health Strategy Group meetings.
- Review, develop and maintain reporting and administrative systems and identify improvement opportunities in ways of working.
- Demonstrate behaviours that reflect Ahpra's values and enable a positive, team-based performance culture and staff wellbeing.
- Actively support, assist and manage the communications and calendar of the National Director.
- Actively coordinate information flow and coordinate information requests to the HSU mailbox from within the function, the wider Ahpra and/or externally, and support the development of written communications ensuring quality standards are met.
- Support the HSU by dissemination, updating and processing of Finance and HR activities, system reporting and assist in system information support.
- Actively participate in cross-function collaboration activities with other areas of Ahpra.

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- 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	Foundation
Generates and delivers the strategic vision	Intermediate
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Intermediate
Communicates effectively	Intermediate
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Intermediate

Qualifications/Experience	Required
Qualifications	Certificate IV or above in Business Administration

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	<p>or;</p> <p>Qualifications and/or experience in the Aboriginal and Torres Strait Islander health sector would be highly regarded.</p>
<b>Experience</b>	<p>Possesses a strong understanding, demonstration of, and respect for, Aboriginal and Torres Strait Islander Peoples and cultures and cultural safety.</p> <p>Strong interpersonal, influencing and relationship-building skills, including an ability to communicate effectively and persuasively with stakeholders, particularly Aboriginal and Torres Strait Islander stakeholders.</p> <p>Demonstrated experience in the provision of high-level and quality administrative support in a complex work and high-volume environment.</p> <p>Strong organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines whilst ensuring attention to detail.</p> <p>Strong written communication skills and experience developing and writing policy.</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>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>

### Key relationships

Internal relationships	External relationships
Aboriginal and Torres Strait Islander Health Strategy Unit (HSU)	Aboriginal and Torres Strait Islander health sector organisations
Aboriginal and Torres Strait Islander Health Strategy Group	
Executive team and Executive Liaison Officers	
National and state/territory RAP working groups	
Communications team	

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State and Territory managers	
National, State and Territory Boards and Executive Officers	

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