

Role Name: Qualifications Assessment Officer

Role data

Position no.	E12538	Work Area Profile	Accreditation
Work Level Classification	Level 5	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Qualifications Assessment Policy Officer	Location	Any
No. direct reports	Nil	No. of indirect reports	Nil
Version date	March 2023	Tenure	Fixed Term

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

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 Qualifications Assessment Policy and Projects Team (within Ahpra's Accreditation Unit) works in collaboration with other teams within Strategy and Policy and Regulatory Operations, to effectively support assessment of qualifications held by individuals seeking to register as health practitioners in Australia, including overseas qualified practitioners. We do this by providing expert advice and guidance on specific matters, and undertaking projects related to qualifications assessment policy.

Role purpose

The Qualifications Assessment Officer is a specialised role within the Qualifications Assessment Policy and Projects Team. The primary purpose is to provide accurate advice about non-complex qualifications assessments. The advice supports regulatory decisions which reflect the National Law, any relevant policies, and good regulatory practice.

Key accountabilities

- Work as part of the Qualifications Assessment Policy team to implement agreed workplans, effectively managing own workload and competing priorities to maintain quality
- Provide a high standard of accurate professional advice to registration team/s about non-complex qualifications assessments within expected timeframes
- Undertake research, as required, about quality assurance of non-approved qualifications and follow agreed processes to record research findings
- Support development of specialised resources to streamline qualifications assessment processes, including instructions and training for registration teams

- Use sound problem-solving skills to resolve issues of a recurrent nature within established guidelines and agreed thresholds of risk and complexity, and exercise judgement to escalate issues and problems when risk or complexity exceeds agreed thresholds
- Draft papers and reports for meetings as required
- Communicate regularly with the Qualifications Assessment Policy Officer on status of assigned assessment tasks and activities
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning 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	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	Intermediate
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	Qualification in relevant field, or equivalent relevant experience
Experience	Demonstrated experience in research, analysis and policy advice in a regulatory environment, would be highly regarded

	<p>Highly-developed problem solving, conceptual and analytical skills as they relate to interpretation of information, including the ability to effectively use relevant technology and find information</p> <p>Highly-developed organisational skills, including the ability to prioritise and manage multiple tasks and deadlines, and deliver quality accurate work, within expected timeframes</p> <p>Highly-developed track record of working independently as well as in a team environment</p> <p>Highly-developed track record of coping well under pressure, being adaptable and responsive, and adjusting easily to changing work demands and circumstances</p> <p>Demonstrated ability to exercise judgment and resolve non-complex issues independently within established guidelines and agreed thresholds of risk and complexity, and escalate issues as required</p>
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Key relationships

Internal relationships	External relationships
Qualifications Assessment Policy team members	Regulatory bodies in other countries
Specialist Accreditation Advisor	
Project Lead – Qualifications Assessment Team	
Senior Regulatory Advisors - Registration	
Regulatory Advisors – Registration	
Regulatory Officers - Registration	
Members of other teams within the Accreditation Unit	