

## Role Name: Initiative Coordinator

### Role data

<b>Position no.</b>	Various	<b>Work Area Profile</b>	IT Management
<b>Work Level Classification</b>	Level 5	<b>Directorate</b>	IT Directorate
<b>Reports to (role)</b>	National Director - IT Service Development	<b>Location</b>	Melbourne
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	May 2021	<b>Tenure</b>	12 Month FTC

### 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](http://www.ahpra.gov.au)

The IT Directorate provides technology services and solutions that advance the Ahpra vision, mission and strategic goals. The Directorate supports Ahpra's users, leadership, external stakeholders and practitioners with customer-oriented service and a robust and reliable technology environment that encourages effective and innovative ways of using technology in all facets of Ahpra's operations.

IT Management manages IT services that provide sustainable value to the Ahpra business by maximising benefits and minimising one-off and ongoing delivery risk.

### Role purpose

The Initiative Coordinator will contribute their professional, specialist and technical skills to ensure agreed Ahpra and National Board initiatives are successfully delivered. The role will work as part of a team, to support approved initiatives by providing professional, informed program and administrative support.

### Key Accountabilities

- Coordinate, negotiate and influence program related activities in consultation with key stakeholders, including ensuring their efficient and effective management, tracking of key dependencies, tracking milestones, tracking of program level risks and issues and achievement of outcomes
- Provide effective and high-level quality support and coordination to initiatives and related governance groups (may include steering committee, working groups) including recording accurate minutes; and organising sprints and meetings with internal and external stakeholders as required
- Provide financial oversight of initiatives including operational tracking and reporting of all initiative related costs, reconciliation of actual costs compared to budget, as required
- Assist in managing the communication and coordination of workflow to ensure squad members across the Program(s) have visibility of dependencies and deadlines

- Work in partnership with business stakeholders to manage initiative communications to internal and external stakeholders as required
- Analyse issues, evaluate options and make decisions based on sound reasoning and professional knowledge with a view to formulate alternative courses of action on matters assigned to the role
- Develop, review, make recommendations and implement changes for continuous improvement of process and procedures, in particular, resource allocation, program outcome status tracking and financial management
- Maintain a high level of initiative and understanding of program/initiative management, especially in relation to an Agile methodology of delivery
- Manage relationships and where required, negotiate outcomes across different squads to ensure initiative outcomes, management of identified risks/issues and costs
- Draft and develop of relevant proposals, request for tender, request for quote, and budgets as required
- Assist in the analysis of data and preparation of reports as required
- Assist in ensuring all required project closure documents are completed, this may include a post implementation review
- Other duties as directed by the National Director - IT Service Development.
- 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
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Intermediate
	Generates and delivers the strategic vision	Foundation
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
<b>Collaboration</b>	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Intermediate

	Displays personal drive and integrity	Intermediate
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Qualifications/Experience	Required
<b>Qualifications</b>	Relevant tertiary qualification and/or equivalent level of experience across required areas of expertise
<b>Experience</b>	<p>Experience of working in a regulatory or compliance-focused environment</p> <p>Ability to work autonomously as well as part of a team</p> <p>Proficient across the Microsoft Office suite</p> <p>Exposure and detailed knowledge of project management tools and methodology</p> <p>Demonstrated experience working managing and influencing in a complex and fast-changing environment work environment</p>

### Key relationships

Internal Relationships	External Relationships
Relevant National Directors	National Boards
Relevant National Executives	End Customers
Cross Directorate Stakeholders	Appropriate Vendors
Project Management Team	Service Providers
System Development teams	Government Agencies